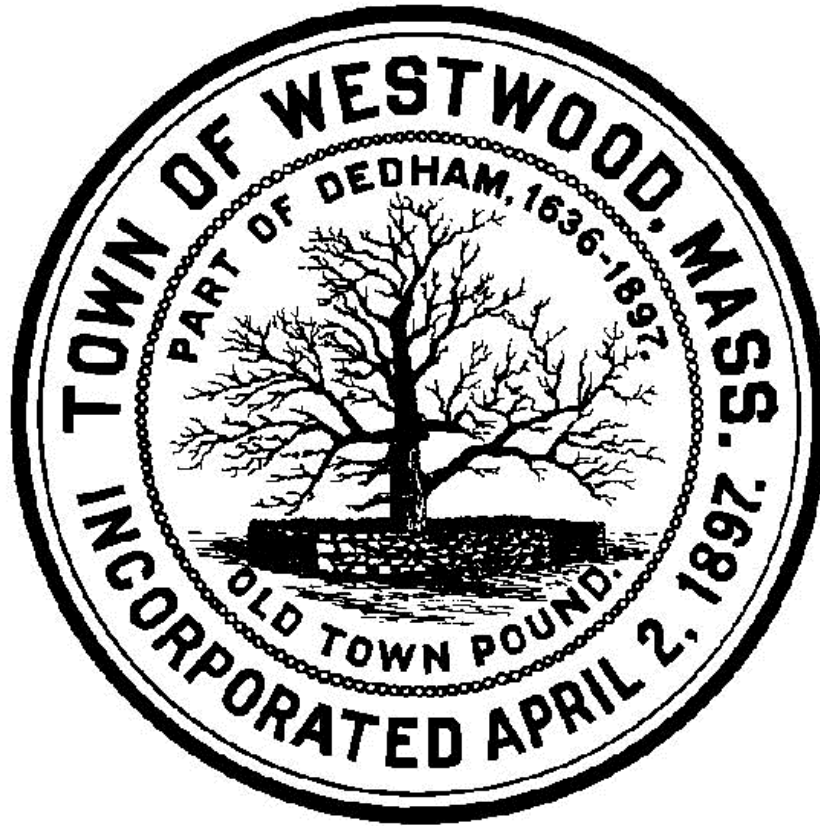


The Town of **Westwood**

120th Annual Report





Town of Westwood
120th *Annual Report*

For Year Ending December 31, 2016

Town of Westwood *120th Annual Report*

For Year Ending December 31, 2016

Printed Version

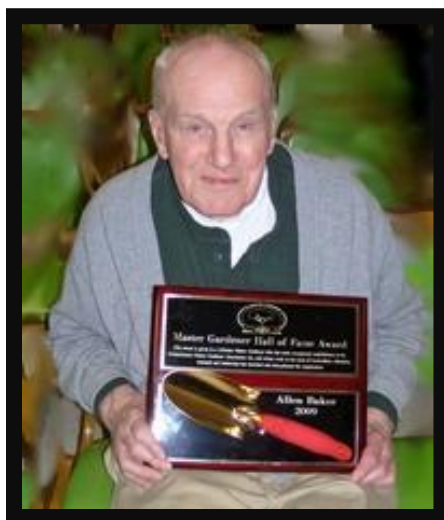
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In Memoriam

Allen N. Baker



Conservation Commission 1977 -1987

Cemetery Commission 1979 -1985

Centennial Committee Cemetery 1992-1998

Horticultural Committee 1993-1994

Westwood Historical Society 1984 – 1987

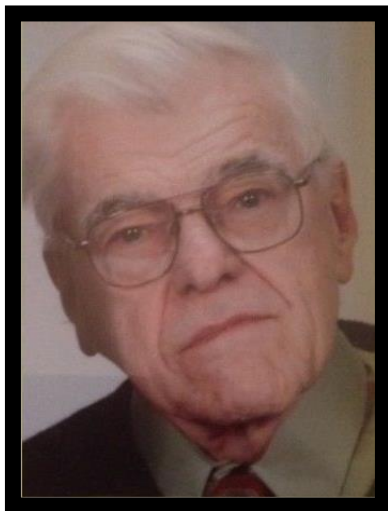
Veterans Memorial Park Committee 1978 -1980

Allen N. Baker was a lifetime resident of Westwood and was one of the 16 students from the first graduating class of Westwood High School in 1941; at graduation Allen spoke on the History of Schools of the Town of Westwood. Allen became a member of the Westwood Historical Society in 1984 and in 1993 he was presented the Quarter Century Award by the Historical Society, “an honor which is given annually to a Westwood resident or couple who has made an outstanding contribution to the community for more than twenty-five years, making Westwood a better place to live.

Mr. Baker was also a member of the Norwood Evening Garden Club, where he was the first recipient of the *Massachusetts Master Gardener Association's Golden Trowel Hall of Fame Award* (pictured above). In 2006, Allen received the Gold Medal from the Massachusetts Horticultural Society for his service to the Master Gardener Community; master gardeners provide education and outreach volunteer services to communities throughout Massachusetts.

In Memoriam

Fred T. Willet



Permanent Building Committee 1994 – 2008

Fred was a member of the Permanent Building Committee and was active in many professional and civic organizations; he graduated from Boston College and held advanced degrees in Education, Business Administration and Computer Science. Fred was also on the faculty of Merrimack College, Massachusetts Bay Community College and taught courses at Stonehill College.

Mr. Willet was also instrumental in the building and renovation of several municipal and school facilities including the new Westwood Public Library and did more than his share to help make Westwood a better place to live.

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Town of Westwood 120th Annual Report

For Year Ending December 31, 2016



General Interest

Westwood was incorporated as a Town on April 2, 1897.

Population: 14,714(based on the 2013 ACS 5 year population estimate)

Area: Approximately 10.56 square miles - 6,758 acres

Elevation: On Boston base, 374 feet, High Rock Lane section

Road Miles in Westwood: 89

Assessed Valuation: \$3,705,750,870

Tax Rate	Class	Tax Rate
FY16	Residential	\$14.66
	Commercial	\$28.27
	Industrial	\$28.27
	Personal Property	\$28.27

Town Hall: Built, 1910

Wentworth Hall: Built, 1884

Carby Street Municipal Office Building: Built, 2004

Town Hall, located at 580 High Street, and the Carby Street Municipal Office Building, located at 50 Carby Street, are open:

Monday, Wednesday, Thursday from 8:30 a.m. to 4:30 p.m.;

Tuesday, 8:30 a.m. to 7:00 p.m.;

Friday, 8:30 a.m. to 1:00 p.m.

The Carby Street Municipal Office Building includes the following departments; Building, Conservation Commission, Economic Development, Zoning Board of Appeals, Alcohol License Coordinator, Planning Board, Board of Health, and Department of Public Works.

The Department of Public Works includes the following departments; Highway, Engineering, Sewer, Recycling and Maintenance Garage. Please call (781) 326-8661 for the hours.

Election and Registration

Qualifications for Voter Registration

Must be a U.S. citizen, 18 years of age, on or before Election Day, and a resident of Westwood.

The law requires voters to be registered 20 days before all Primaries and Elections, and/or 10 days before a Special Town meeting. Special registration sessions are announced in the local newspapers, and online.

Dog Licenses

The term of any license issued by the Town Clerk shall be for the period of January 1st to March 31st. The Town may charge a late fee of fifty (\$25.00) dollars to be paid by the owners who license said dog or dogs after March 31st of any given year. All dogs 6 months and older, must be licensed and vaccinated against rabies. Licenses are \$10 for spayed/neutered dogs and \$15 for unspayed/unneutered dogs. Proof of valid vaccination and spaying/neutering must be on file at the Town Clerk's office. Licensing may be done by mail provided all required documentation and the proper fees are received on time. Residents with more than (4) dogs, three (3) months or older, are required to obtain a Kennel License per Westwood Zoning bylaws. See Section 2.0 for definition. All kennels in residential zoning districts must obtain a special permit through the Zoning board of Appeals per Westwood Zoning bylaws Section 4.3.3.9.

For any questions regarding voting and dog licensing please contact the Town Clerk's office at (781) 326-3964.

Quarterly Tax Bills

Due and payable August 1, November 1, February 1 and May 1. If one of these dates falls on a weekend, tax bills are due the next business day. Payments made after the due date are subject to interest at 14% per diem from the due date. Motor vehicle excise tax bills and sewer usage bills are due and payable thirty days from date of issue. Payments received after the due date are subject to interest at 12% per diem from the due date.

Citizen Volunteer Form

Are you interested in serving on any Town boards? Would you like more information? If you have a hankering to be involved, please complete this form and select your method of getting in touch!

Via mail or in person:
Selectmen's Office
c/o Town Hall
580 High Street

You can also scan and email to:
cemccarthy@townhall.westwood.ma.us

Fax it in:
781-329-8030

Or call:
781-326-4172

Name: _____ Telephone: _____

Address: _____

Area(s) of interest: _____

Availability (e.g. nights, weekends, hours per month): _____

Comments: _____

Information received will be made available to all boards, committees, and departments for their reference in filling vacancies.

Commission on Disability
Historical Commission
Cultural Council
Recycling Committee
Housing Partnership
Veterans' Affairs
Recreation
Other _____

Environmental Action Committee
Council on Aging
Cemetery Commission
Conservation Commission
Long Range Planning Committee
Human Services
Town Clerk/Elections

Other _____

Officers of the Town

		Elected Officials		
Board	Member	Position	Start Date	End Date
Board of Assessors				
	Mark Murphy	Member	05/05/2014	05/04/2017
	Maureen Bleday	Member	05/07/2015	05/07/2018
	Michael Krone	Member	05/04/2016	05/06/2019
Board of Library Trustees				
	Amelia Rands	Member	05/05/2014	05/04/2017
	Mary Beth Persons	Member	05/05/2014	05/04/2017
	Mary Masi-Phelps	Member	05/07/2015	05/07/2018
	Wendy Thornton	Member	05/07/2015	05/07/2018
	Paul T. Fitzgerald	Member	05/04/2016	05/06/2019
	Jessica Cole	Member	05/04/2016	05/03/2019
Board of Selectmen				
	Michael F. Walsh	Member	05/05/2014	05/01/2017
	Nancy C. Hyde	Member	05/08/2015	05/07/2018
	John M. Hickey	Member	05/03/2016	05/02/2019
House				
	David Atkins	Member	05/06/2013	05/05/2018
	John J. Cummings III	Member	05/05/2014	05/04/2019
	Christine Previtera	Member	05/04/2015	05/03/2020
	James O'Sullivan	State Representative	05/12/2015	05/01/2017
	Juliet Onderdonk	Member	05/04/2016	05/03/2021
Planning Board				
	Christopher Pfaff	Member	05/05/2014	05/01/2017
	Steven Olanoff	Member	05/05/2015	05/07/2018
	Trevor Laubenstein	Member	05/05/2015	05/07/2018
	Todd Sullivan	Associate Member	08/17/2015	05/01/2017
	Steven Rafsky	Associate Member	08/17/2015	05/07/2018
	David Atkins	Member	05/03/2016	05/06/2019
	Michael McCusker	Member	05/03/2016	05/06/2019
School Committee				
	Josepha Jowdy	Member	05/05/2014	05/04/2017
	Charles Donahue Jr.	Member	05/05/2014	05/04/2017
	Brian Kelly	Member	05/07/2015	05/07/2018
	Anthony Mullin	Member	05/03/2016	05/06/2019
	Carol S. Lewis	Member	05/03/2016	05/06/2019
Sewer Commission				
	Francis X. MacPherson	Member	05/05/2014	05/04/2017
	Anthony Antonellis	Member	05/07/2015	05/07/2018
	James M. Connors	Member	05/04/2016	05/06/2019
Town Collector				
	Albert Wisialko	Tax Collector	05/05/2014	04/28/2017
Town Moderator				
	Alice Moore	Town Moderator	05/04/2016	05/01/2017
Town Treasurer				
	James Gavin	Town Treasurer	05/04/2015	06/03/2018
Town Clerk				
	Dorothy A. Powers	Town Clerk	04/24/2007	
Regional Vocation School District Commission				
	Charles Flahive	Westwood Representative	05/03/2016	05/06/2019

Appointed by Town Moderator				
Board	Member	Position	Start Date	End Date
Finance and Warrant Commission				
	Barbara Delisle	Member	05/03/2016	05/06/2019
	Cynthia Buckley	Member	05/05/2014	05/04/2017
	George Hertz	Member	05/08/2015	05/07/2018
	James Ferraro	Member	05/03/2016	05/06/2019
	Jennifer Perkins	Member	05/05/2016	05/04/2019
	John W. Powers III	Member	05/07/2015	05/06/2018
	Julianne Bride	Member	05/03/2016	05/06/2019
	Margery Eramo Young	Member	05/05/2014	05/01/2017
	Marianne LeBlanc Cummings	Member	05/07/2015	05/06/2018
	Michael O'Hara	Member	05/05/2014	05/04/2017
	Paul Bierden	Member	05/05/2014	05/02/2017
	Peter Lentz	Member	05/11/2015	05/10/2018
	Robert Uek	Member	05/08/2015	05/07/2018
	Thomas Kilgariff	Member	05/04/2016	05/03/2019
Permanent Building Committee				
	Charles Bean	Member	05/09/2016	05/06/2019
	John Cronin, Jr.	Member	05/05/2014	05/04/2017
	John J. Cummings III	Member	05/08/2015	05/07/2018
	Paul Colantuoni	Member	05/12/2015	05/11/2018
	Peter Paravalos	Member	05/09/2016	05/06/2019
	Thomas Erickson	Member	05/05/2014	05/04/2017
Personnel Board				
	Douglas Hyde	Member	05/09/2016	05/06/2019
	Joseph Emerson, Jr	Member	05/05/2014	05/04/2017
	Rachel Lipton	Member	05/05/2014	05/04/2017
	Robert Shea	Member	05/08/2015	05/07/2018
	Rory P. Laughna	Member	05/08/2015	05/07/2018

Board of Selectmen Appointments				
Board	Member	Position	Start Date	End Date
Aid to the Elderly Infirm				
	Albert Wisialko	Member	07/01/2016	06/30/2017
	Debbie Robbins	Member	07/01/2016	06/30/2017
	James Gavin	Member	07/01/2016	06/30/2017
	Janice Polin	Member	07/01/2016	06/30/2017
	Josepha Jowdy	Member	07/01/2016	06/30/2017
	Leo Crowe	Member	07/01/2016	06/30/2017
	Lina Arena-DeRosa	Member	07/01/2016	06/30/2017
	Michael F. Walsh	Member	07/01/2016	06/30/2017
	Pamela M. Dukeman	Member	07/01/2016	06/30/2017
	Patricia Conley	Member	07/01/2016	06/30/2017
	Patrick J. Ahearn	Member	08/09/2016	07/01/2017
	Sharon Papetti	Member	07/01/2016	06/30/2017
Alcohol Review Committee				
	Christine McCarthy	Member	07/01/2016	06/30/2017
	Jeffrey Silva	Member	07/01/2016	06/30/2017
	Linda Shea	Member	07/01/2016	06/30/2017
	Michael Jaillet	Member	07/01/2016	06/30/2017
	Nora Loughnane	Member	07/01/2016	06/30/2017
	Thomas McCusker	Member	07/01/2016	06/30/2017
	William Scoble	Member	07/01/2016	06/30/2017
	Janice Barba	Ex Officio Member	07/01/2016	06/30/2017
Audit Committee				
	Frederick Steeves, III	Member	07/01/2016	06/30/2019
	Michael Papetti	Member	08/18/2015	06/30/2017
	Susan Flanagan Cahill	Member	07/01/2015	06/30/2018
Board of Health				
	Carol Ahearn	Member	07/01/2016	06/30/2019
	James O'Sullivan	Member	07/01/2014	06/30/2017
	Roger Christian	Member	11/07/2016	06/30/2018
Building Survey Board				
	William Scoble	Building Surveyor	07/01/2016	06/30/2017
Cemetery Commission				
	Frank Jacobs	Member	07/01/2015	06/30/2018
	Leo Crowe	Member	07/01/2015	06/30/2017
	Thomas Aaron	Member	07/01/2014	06/30/2017
	Brendan Ryan	Ex Officio Member	07/01/2016	06/30/2017
	Michael Jaillet	Ex Officio Member	07/01/2016	06/30/2017
	Todd Korchin	Ex Officio Member	07/01/2016	06/30/2017
Chief Procurement Officer				
	Michael Jaillet	Chief Procurement Officer	07/01/2016	06/30/2017
Commission on Disability				
	Anne Berry Goodfellow	Member	07/01/2016	06/30/2019
	Constance Rizoli	Member	07/01/2016	06/30/2019
	Frances MacQueen	Member	07/01/2016	06/30/2019
	Jean Barrett	Member	07/01/2014	06/30/2017
	Jette Meglan	Member	07/01/2016	06/30/2019
	Jude O'Hara	Member	07/01/2015	06/30/2018
	Mary Sethna	Member	07/01/2014	06/30/2017
	Michelle Fiola-Reidy	Member	07/01/2014	06/30/2017
	Thomas Barner	Member	07/01/2016	06/30/2019
	Lina Arena-DeRosa	Ex Officio Member	07/01/2016	06/30/2017
	MaryAnne Carty	Ex Officio Member	07/01/2016	06/30/2017
	Charles Taylor	Associate Member	07/01/2016	06/30/2019
	Lori Gillen	Associate Member	07/12/2016	07/01/2017

Board of Selectmen Appointments				
Board	Member	Position	Start Date	End Date
Communication and Technology Advisory Board				
	Ayman Mahmoud	Member	07/01/2015	06/30/2018
	Cheryl Morrison Deutsch	Member	07/01/2016	06/30/2019
	David Starmer	Member	07/01/2014	06/30/2017
	Elena Niell	Member	07/01/2016	06/30/2019
	Mark Hichar	Member	07/01/2016	06/30/2019
	Steve Anderson	Member	07/01/2015	06/30/2018
	Donna McClellan	Ex Officio Member	07/01/2016	06/30/2017
	Michael Jaillet	Ex Officio Member	07/01/2016	06/30/2017
Compensation Agent				
	Michael Jaillet	Compensation Agent	07/01/2016	06/30/2017
Conservation Commission				
	Charles Pare	Member	07/01/2014	06/30/2017
	Diane Hayes	Member	07/01/2014	06/30/2017
	John Rogers	Member	07/01/2014	06/30/2017
	RJ Sheer	Member	07/01/2015	06/30/2018
	Todd Weston	Member	10/19/2015	06/30/2018
	Karon Skinner Catrone	Ex Officio Member	07/01/2016	06/30/2017
	Brian Gorman	Associate Member	11/09/2015	06/30/2018
Council on Aging				
	Cheryl Fay	Member	07/21/2014	06/30/2017
	Colleen Messing	Member	07/01/2014	06/30/2017
	Hillary Kohler	Member	08/09/2016	07/01/2019
	Irene MacEachern	Member	07/01/2015	06/30/2018
	James O'Sullivan	Member	07/01/2016	06/30/2019
	Joseph Jowdy	Member	08/09/2016	07/01/2019
	Mary Gens	Member	07/01/2014	06/30/2017
	Robert Folsom	Member	07/01/2016	06/30/2019
	William Sebet	Member	07/01/2015	06/30/2018
Dedham Westwood Water Commission				
	Gary Yessaillian	Member	11/29/2016	12/31/2018
	James J. Galvin	Member	01/01/2017	12/31/2019
	Robert E. McLaughlin	Member	01/01/2015	12/31/2017
Department of Public Works Director				
	Todd Korchin	DPW Director	07/01/2015	06/30/2018
Election Officers				
	Ann Neville	Election Officer	07/01/2016	06/30/2017
	Betty Connors	Election Officer	07/01/2016	06/30/2017
	Brooke Congdon	Election Officer	07/01/2016	06/30/2017
	Charles Flahive	Election Officer	07/01/2016	06/30/2017
	Claire Asbrand	Election Officer	07/01/2016	06/30/2017
	Claire Hearl	Election Officer	07/01/2016	06/30/2017
	Claudia Duff	Election Officer	07/01/2016	06/30/2017
	Cleo Peters	Election Officer	07/01/2016	06/30/2017
	Cynthia Buckley	Election Officer	07/01/2016	06/30/2017
	Denise Crowe	Election Officer	07/01/2016	06/30/2017
	Diane Snyder	Election Officer	07/01/2016	06/30/2017
	Elaine Arpe	Election Officer	07/01/2016	06/30/2017
	Elaine E. deReyna	Election Officer	07/01/2016	06/30/2017
	Elsa Delaplace	Election Officer	07/01/2016	06/30/2017
	Frances MacQueen	Election Officer	07/01/2016	06/30/2017
	Jane Duffy	Election Officer	07/01/2016	06/30/2017
	Jennifer Kinnear	Election Officer	07/01/2016	06/30/2017
	Joan O'Brien	Election Officer	07/01/2016	06/30/2017
	Joseph Gearon	Election Officer	07/01/2016	06/30/2017
	Judy McDonald	Election Officer	07/01/2016	06/30/2017

Board of Selectmen Appointments				
Board	Member	Position	Start Date	End Date
	Karen McGilly	Election Officer	07/01/2016	06/30/2017
	Kathleen McDonough	Election Officer	07/01/2016	06/30/2017
	Kathleen McElroy	Election Officer	11/07/2016	06/30/2017
	Lisa Golden	Election Officer	07/01/2016	06/30/2017
	Lynne Lawless	Election Officer	08/22/2016	06/30/2017
	Margaret Hoyt Rustrian	Election Officer	07/01/2016	06/30/2017
	Marie McGrail	Election Officer	07/01/2016	06/30/2017
	Marilyn Foxx	Election Officer	07/01/2016	06/30/2017
	Mary Masiello	Election Officer	07/01/2016	06/30/2017
	Michael Beaumont	Election Officer	11/07/2016	06/30/2017
	Michelle Berluti	Election Officer	07/01/2016	06/30/2017
	Patrice McGinnis	Election Officer	07/01/2016	06/30/2017
	Patricia Aaron	Election Officer	07/01/2016	06/30/2017
	Paula Scoble	Election Officer	07/01/2016	06/30/2017
	Phyllis Spicer	Election Officer	08/22/2016	06/30/2017
	Priscilla Shaughnessy	Election Officer	07/01/2016	06/30/2017
	Qiao Anderson	Election Officer	11/07/2016	06/30/2017
	Susan Scales	Election Officer	07/01/2016	06/30/2017
	Terry O'Neil	Election Officer	07/01/2016	06/30/2017
	Thomas Daly	Election Officer	07/01/2016	06/30/2017
	William Sebet	Election Officer	07/01/2016	06/30/2017
Emergency Management Agency				
	Jeffrey Bina	Member	07/01/2016	06/30/2017
	Jeffrey Silva	Member	07/01/2016	06/30/2017
	John Antonucci	Member	07/01/2016	06/30/2017
	Kenneth Aries	Member	07/01/2016	06/30/2017
	Linda Shea	Member	07/01/2016	06/30/2017
	Michael Jaillet	Member	07/01/2016	06/30/2017
	Nancy C. Hyde	Member	07/01/2016	06/30/2017
	Pamela M. Dukeman	Member	07/01/2016	06/30/2017
	Todd Korchin	Member	07/01/2016	06/30/2017
	William Scoble	Member	07/01/2016	06/30/2017
Fair Housing Director				
	Michael Jaillet	Fair Housing Director	07/01/2016	06/30/2017
Fire Chief				
	William Scoble	Fire Chief		
Health Care Review Committee				
	Craig Templeton	Member	07/12/2016	07/01/2017
	Daniel Fafara	Member	07/12/2016	07/01/2017
	Denise Singleton	Member	07/12/2016	07/01/2017
	Faith Kimball	Member	07/12/2016	07/01/2017
	Frank Chillemi	Member	07/12/2016	07/01/2017
	Glen Atkinson	Member	07/12/2016	07/01/2017
	Joan Courtney Murray	Member	07/12/2016	07/01/2017
	John Antonucci	Member	07/12/2016	07/01/2017
	John Bertorelli	Member	07/12/2016	07/01/2017
	Leo Hoban	Member	07/12/2016	07/01/2017
	Marie O'Leary	Member	07/12/2016	07/01/2017
	Michael Jaillet	Member	07/12/2016	07/01/2017
	Nicholas Triano	Member	07/12/2016	07/01/2017
	Sandra Warnick	Member	07/12/2016	07/01/2017
	Teresa Riordan	Member	07/12/2016	07/01/2017
Hearing Officer of Buildings and Fire				
	Michael Jaillet	Hearing Officer of Building and F	07/01/2016	06/30/2017

Board of Selectmen Appointments				
Board	Member	Position	Start Date	End Date
Historical Commission				
	Lura Provost	Member	07/01/2014	06/30/2017
	Marilyn Freedman	Member	07/01/2015	06/30/2018
	Mary Ellen LaRose	Member	07/01/2015	06/30/2018
	Mary Ellen Washienko	Member	07/01/2015	02/08/2017
	Nancy Donahue	Member	07/01/2016	06/30/2019
Housing Partnership Fair Housing Committee				
	Christopher Pfaff	Member	07/01/2016	06/30/2017
	Juliet Onderdonk	Member	08/22/2016	06/30/2017
	Nancy C. Hyde	Member	07/02/2016	07/01/2017
	Michael Jaillet	Ex Officio	07/01/2016	06/30/2017
	Michael McCusker	Alternate Member	07/01/2016	06/30/2017
Islington Center Task Force				
	Albert Wisialko	Member	07/01/2016	06/30/2017
	Enkelejda Klosi	Member	07/01/2016	06/30/2017
	George Hertz	Member	07/01/2016	06/30/2017
	Helen Gordon	Member	07/01/2016	06/30/2017
	Jack Patterson	Member	07/01/2016	06/30/2017
	Mary Beth Persons	Member	07/01/2016	06/30/2017
	Michael F. Walsh	Member	07/01/2016	06/30/2017
	Nancy Donahue	Member	07/01/2016	06/30/2017
	Patricia Tucke	Member	07/01/2016	06/30/2017
	Rabih Shanshiry	Member	07/01/2016	06/30/2017
	Trevor Laubenstein	Member	07/01/2016	06/30/2017
	Abigail McCabe	Ex Officio	07/01/2016	06/30/2017
	Danielle Sutton	Ex Officio	07/01/2016	06/30/2017
	Michael Jaillet	Ex Officio	07/01/2016	06/30/2017
	Michael Reardon	Ex Officio	07/01/2016	06/30/2017
	Nicole Banks	Ex Officio	07/01/2016	06/30/2017
	Nora Loughnane	Ex Officio	07/01/2016	06/30/2017
	Pamela M. Dukeman	Ex Officio	07/01/2016	06/30/2017
	Patricia Perry	Ex Officio	07/01/2016	06/30/2017
	Paul Sicard	Ex Officio	07/01/2016	06/30/2017
	Todd Korchin	Ex Officio	07/01/2016	06/30/2017
John J. Cronin Public Service Award Committee				
	Anthony Antonellis	Member	07/01/2014	06/30/2017
	John Cronin, Jr.	Member	07/01/2016	06/30/2019
	Louis Rizoli	Member	07/01/2015	06/30/2018
	Michael Jaillet	Member	07/01/2016	06/30/2017
	Nancy C. Hyde	Member	07/01/2016	06/30/2019
	Pamela M. Dukeman	Member	07/01/2016	06/30/2019
	Philip Shapiro	Member	07/01/2016	06/30/2019
	Christine McCarthy	Ex Officio	07/01/2016	06/30/2017
Local Emergency Planning Committee				
	Cynthia Butters	Member	07/01/2016	06/30/2017
	David Lawson	Member	07/01/2016	06/30/2017
	David Orlovsky	Member	07/01/2016	06/30/2017
	Donna McClellan	Member	07/01/2016	06/30/2017
	Fred Canniff	Member	07/01/2016	06/30/2017
	Jack Lopes	Member	07/01/2016	06/30/2017
	Jeffrey Silva	Member	07/01/2016	06/30/2017
	John M. Hickey	Member	07/01/2016	06/30/2017
	John Peterson	Member	07/01/2016	06/30/2017
	Joseph Doyle Jr.	Member	07/01/2016	06/30/2017
	Kenneth Aries	Member	07/01/2016	06/30/2017
	Len Chadbourne	Member	07/01/2016	06/30/2017

Board of Selectmen Appointments				
Board	Member	Position	Start Date	End Date
	Lina Arena-DeRosa	Member	07/01/2016	06/30/2017
	Linda Shea	Member	07/01/2016	06/30/2017
	Melinda Garfield	Member	07/01/2016	06/30/2017
	Michael F. Walsh	Member	07/01/2016	06/30/2017
	Michael Jaillet	Member	07/01/2016	06/30/2017
	Nancy C. Hyde	Member	07/01/2016	06/30/2017
	Paul Jolicoeur	Member	07/01/2016	06/30/2017
	Richard Ordway	Member	07/01/2016	06/30/2017
	Robert Eiben	Member	07/01/2016	06/30/2017
	Todd Korchin	Member	07/01/2016	06/30/2017
	William Scoble	Member	07/01/2016	06/30/2017
	Richard LaTour	MEMA Representative	07/01/2016	06/30/2017
	Charles Taylor	Alternate	07/01/2016	06/30/2017
	George Popovici	Alternate	07/01/2016	06/30/2017
	Mary Beechinor	Alternate	07/01/2016	06/30/2017
	Patrick Coleman	Alternate	07/01/2016	06/30/2017
	Paul Sicard	Alternate	07/01/2016	06/30/2017
	Robert Lexander	Alternate	07/01/2016	06/30/2017
Long Range Financial Planning Committee				
	Albert Wisialko	Members	07/02/2016	07/01/2017
	Barbara Delisle	Members	07/02/2016	06/30/2017
	Bruce Montgomery	Members	07/02/2016	07/01/2017
	Heath Petracca	Members	07/02/2016	07/01/2017
	James Gavin	Members	07/02/2016	07/01/2017
	John Antonucci	Members	07/02/2016	07/01/2017
	Josepha Jowdy	Members	07/02/2016	07/01/2017
	Maureen Bleday	Members	07/02/2016	07/01/2017
	Michael Jaillet	Members	07/02/2016	07/01/2017
	Nancy C. Hyde	Members	07/02/2016	07/01/2017
	Pamela M. Dukeman	Members	07/02/2016	07/01/2017
	Michael Krone	Member	07/02/2016	07/01/2017
	Michael O'Hara	Member	10/04/2016	06/30/2017
MAPC Representative				
	Steven Olanoff	MAPC Representative	08/23/2016	08/30/2019
	David Atkins	Alternate	08/23/2016	08/30/2019
MBTA Advisory Board				
	Steven Olanoff	MBTA Advisory Board Represen	07/01/2016	06/30/2017
	David Atkins	Alternate	07/01/2016	06/30/2017
MWRA Advisory Board				
	Jeffrey Bina	MWRA Advisory Board	07/01/2016	06/30/2017
National Organization on Disability- Westwood				
	Anne Berry Goodfellow	Member	07/01/2016	06/30/2017
Noise Abatement Subcommittee of Norwood				
	Dennis Cronin	Member	07/01/2016	06/30/2017
Norfolk County Selectmen's Association				
	Nancy C. Hyde	Member	07/01/2016	06/30/2017
OPEB Liability Task Force				
	James Gavin	Member	07/01/2016	06/30/2017
	John Bertorelli	Member	07/01/2016	06/30/2017
	Matthew Gillis	Member	07/01/2016	06/30/2017
	Maureen Bleday	Member	07/01/2016	06/30/2017
	Michael Krone	Member	07/01/2016	06/30/2017
	Philip Shapiro	Member	07/01/2016	06/30/2017
	Joan Courtney Murray	Ex Officio	07/01/2016	06/30/2017
	John Antonucci	Ex Officio	07/01/2016	06/30/2017
	Michael Jaillet	Ex Officio	07/01/2016	06/30/2017

Board of Selectmen Appointments				
Board	Member	Position	Start Date	End Date
	Pamela M. Dukeman	Ex Officio	07/01/2016	06/30/2017
Parking Clerk				
	Michael Jaillet	Parking Clerk	07/01/2016	06/30/2017
Pedestrian & Bike Safety Committee				
	Bob Rich	Member	07/01/2015	06/30/2018
	Enkelejda Klosi	Member	07/01/2015	06/30/2018
	George Lester	Member	07/01/2015	06/30/2018
	James McLaughlin	Member	11/28/2016	06/30/2019
	Michael Kraft	Member	07/01/2016	06/30/2019
	Rory P. Laughna	Member	10/17/2016	06/30/2019
	Stephen Botelho	Member	10/04/2016	06/30/2019
	Steven Olanoff	Member	07/01/2014	06/30/2017
	Tom Prior	Member	10/04/2016	06/30/2019
	Virginia Lester	Member	07/01/2015	06/30/2018
	Abigail McCabe	Ex Officio	07/01/2016	06/30/2017
	Michael Jaillet	Ex Officio	07/01/2016	06/30/2017
	Todd Korchin	Ex Officio	07/01/2016	06/30/2017
Police Chief				
	Jeffrey Silva	Police Chief	04/23/2015	06/30/2019
Public Safety Task Force				
	Albert Wisialko	Members	07/01/2016	06/30/2017
	Christopher Pfaff	Members	07/01/2016	06/30/2017
	George Hertz	Members	07/01/2016	06/30/2017
	Maureen Bleday	Members	07/01/2016	06/30/2017
	Nancy C. Hyde	Members	07/01/2016	06/30/2017
	Thomas Erickson	Members	07/01/2016	06/30/2017
	Jeffrey Silva	Ex Officio	07/01/2016	06/30/2017
	Michael Jaillet	Ex Officio	07/01/2016	06/30/2017
	Nora Loughnane	Ex Officio	07/01/2016	06/30/2017
	Pamela M. Dukeman	Ex Officio	07/01/2016	06/30/2017
	Todd Korchin	Ex Officio	07/01/2016	06/30/2017
	William Scoble	Ex Officio	07/01/2016	06/30/2017
Recreation Commission				
	Ann Marie Delany	Member	07/01/2014	06/30/2017
	Elizabeth Phillips	Member	07/01/2014	06/30/2017
	Joyce Cannon	Member	07/01/2016	06/30/2019
	Lynn McConchie Connors	Member	07/01/2014	06/30/2017
	Paul Aries	Member	07/01/2015	06/30/2018
	Robert Phillips	Member	07/01/2015	06/30/2018
	Sheila Moylan	Member	10/04/2016	06/30/2019
	Mitchell Katzman	Associate Member	07/01/2016	06/30/2019
Regional Transportation Advisory Council				
	Trevor Laubenstein	Member	07/01/2016	06/30/2017
	Steven Olanoff	Alternate Member	07/01/2016	06/30/2017
Registrar of Voters				
	David O'Leary	Members	07/01/2016	06/30/2019
	Dorothy A. Powers	Members	07/01/2016	06/30/2019
	Lawrence B. Roche	Members	07/01/2015	06/30/2018
	Margery Eramo	Members	07/01/2014	06/30/2017
Roy London Award Committee				
	Barbara Delisle	Members	07/01/2016	06/30/2017
	Barbara Waterhouse	Members	10/04/2016	06/30/2017
	Colleen Campion	Members	10/04/2016	06/30/2017
	Margery Eramo	Members	07/01/2016	06/30/2017
	Michael Jaillet	Members	07/01/2016	06/30/2017
	Nancy C. Hyde	Members	07/01/2016	06/30/2017

Board of Selectmen Appointments				
Board	Member	Position	Start Date	End Date
	Todd Danforth	Members	07/01/2016	06/30/2017
	Danielle Sutton	Members	07/01/2016	06/30/2017
	Megan Licameli	Members	07/01/2016	06/30/2017
	Christine McCarthy	Ex Officio	07/01/2016	06/30/2017
Storm Water Management Committee				
	Brendan Ryan	Member	07/01/2016	06/30/2017
	Joseph Doyle Jr.	Member	07/01/2016	06/30/2017
	Karon Skinner Catrone	Member	07/01/2016	06/30/2017
	Kenneth Aries	Member	07/01/2016	06/30/2017
	Linda Shea	Member	07/01/2016	06/30/2017
	Michael Jaillet	Member	07/01/2016	06/30/2017
	Nora Loughnane	Member	07/01/2016	06/30/2017
	Todd Korchin	Member	07/01/2016	06/30/2017
	William Scoble	Member	07/01/2016	06/30/2017
Three River Interlocal Council				
	Michael McCusker	Member	07/01/2016	06/30/2017
	Steven Olanoff	Alternate	07/01/2016	06/30/2017
Town Administrator				
	Michael Jaillet	Town Administrator	07/01/2014	06/30/2017
Town Counsel				
	Thomas McCusker	Town Counsel		
Veterans Day/ Memorial Day Committee				
	Christopher McKeown	Member	07/01/2016	06/30/2017
	Dorothy A. Powers	Member	07/01/2016	06/30/2017
	Harry Aaron	Member	07/01/2016	06/30/2017
	Michelle Miller-Peck	Member	07/01/2016	06/30/2017
	Paul Sicard	Member	07/01/2016	06/30/2017
	Richard Paster	Member	07/01/2016	06/30/2017
	Paula Scoble	Membe	07/01/2016	06/30/2017
Westwood Media Center Representative				
	Robert Gotti	Town Representative	12/07/2015	06/30/2018
Westwood Cultural Council				
	Anne Foss Innis	Members	11/02/2015	06/30/2018
	Jennifer Power	Members	07/01/2014	06/30/2017
	Joan Murphy	Members	07/01/2016	06/30/2019
	Lisa Walker	Members	07/01/2014	06/30/2017
	Margaret Hoyt Rustrian	Members	07/01/2016	06/30/2019
	Melanie Guerra	Members	07/01/2015	06/30/2018
	Nancy Donahue	Members	07/01/2014	06/30/2017
	Sheila Matthews	Members	10/19/2015	06/30/2018
Westwood Environmental Action Committee				
	Claire Galkowski	Member	07/01/2016	06/30/2019
	Maria Constantini	Member	07/01/2014	06/30/2017
	Pamela Kane	Member	07/01/2016	06/30/2019
	Stephen Shinopoulos	Member	07/01/2015	06/30/2018
	Jeffrey Bina	Ex Officio Member	07/01/2016	06/30/2017
	Kenneth Aries	Ex Officio Member	07/01/2016	06/30/2017
Youth and Family Services				
	Olivia O'Shea	Student Members	07/01/2016	06/30/2017
	Robert Antonucci	Student Members	07/01/2016	06/30/2017
	Simone Greenberg	Student Members	07/01/2016	06/30/2017
	Sophia Paravalos	Student Members	07/01/2016	06/30/2017
	Alicia Lamonda	Members	07/01/2014	06/30/2017
	Austin Bushey	Members	09/29/2015	06/30/2018
	Brad Pindel	Members	07/01/2016	06/30/2019
	David Russell	Members	07/01/2016	06/30/2019

Board of Selectmen Appointments				
Board	Member	Position	Start Date	End Date
	Domenic Cianciarulo	Members	07/01/2016	06/30/2019
	Janica Midiri	Members	07/01/2015	06/30/2018
	John Loughnane	Members	07/01/2016	06/30/2019
	Patricia Tucke	Members	07/01/2014	06/30/2017
Zoning Board of Appeals				
	David Krumsiek	Members	07/01/2016	06/30/2019
	Doug Stebbins	Members	07/01/2015	06/30/2018
	John F. Lally	Members	07/01/2014	06/30/2017
	Charles D. Reilly	Associate Members	07/01/2015	06/30/2018
	Danielle Button	Associate Members	07/01/2016	06/30/2019
	David Belcher	Associate Members	07/01/2015	06/30/2018
	Gregory J. Donovan	Associate Members	07/01/2016	06/30/2019
	Robert Rossi	Associate Members	07/01/2014	06/30/2017

Appointed by the Town Administrator

Affirmative Action Officer

Joan Courtney Murray - 2017

Animal Control Officer

Paul Jolicoeur - 2017

Assistant Building Inspector

Michael McLean – 2017

Michael Perkins - 2017

Assistant Plumbing/Gas Inspector

Joseph Jacobs – 2017

John Lee - 2017

John Rose - 2017

Assistant Wiring Inspector

James Naughton – 2017

John Malloy – 2017

Paul Angus - 2017

Building Commissioner

Joseph Doyle, Jr. - 2017

Burial Agent

Dottie Powers – 2017

Teresa Riordon – 2017

Robert Folsom – 2017

Community and Economic Development Director Nora Loughnane - 2017

Conservation Agent

Karon Skinner-Catrone - 2017

Constable

Robert O'Donnell – 2016

Paul Sicard - 2016

Contract Compliance Officer

Michelle Miller Peck - 2017

Council on Aging Director

Lina Arena-DeRosa - 2017

Custodian Tax Title

James Gavin - 2017

Deputy DPW Director

Jeffrey Bina - 2017

Facilities Manager

James McCarthy - 2017

Finance Director

Pamela Dukeman – 2017

Forest Warden

William Scoble – 2017

Hazardous Waste Coordinator

Linda Shea – 2017

Health Director

Linda Shea - 2017

Human Resources Director

Joan Courtney Murray – 2017

Appointed by the Town Administrator

Information & Technology

Director

Donna McClellan – 2017

Keeper of the Lock Up

Jeffrey Silva - 2017

Keeper of the Pound

Brendan Ryan – 2017

Library Director

Patricia Perry - 2017

Operations Manager

Brendan Ryan - 2017

Plumbing Inspector

Harold Knight - 2017

Procurement Manager

Michelle Miller Peck - 2017

Recreation Director

Nicole Banks – 2017

Right To Know Coordinator

Linda Shea - 2017

Sewer Superintendent

Jeffrey Bina - 2017

Solid Waste Coordinator

Jeffrey Bina – 2017

Town Accountant

Marie O’Leary - 2017

Town Assessor

Debbie Robbins - 2017

Town Engineer

Jeffrey Bina – 2017

Town Planner

Abigail McCabe - 2017

Tree Warden

Brendan Ryan - 2017

Veteran’ s Service Director (Ceremonial)

Chris McKeown - 2017

Veteran’ s Director

Michelle Miller Peck -2017

Wiring Inspector

Kevin Malloy – 2017

Youth & Family Services Director

Danielle Sutton – 2017

Other Appointments

Appointed by The Fire Chief

Fire Department Officers
Michael F. Reardon, Dep. Chief
Richard J. Cerullo, Captain
Steven A. Lund, Captain
Colin McCarthy, Captain
Robert V. Valluzzi, Captain
Michael S. Ford, Lieutenant
Luigi Molinaro, Lieutenant
David R. Pond, Lieutenant
Andrew Mahan, Lieutenant

Appointed by The School Committee

Superintendent of Schools
John Antonucci

Appointed by The Board of Health

Health Director
Linda Shea

Appointed by The Library Trustees

Library Director
Patricia Perry

Appointed by The Council on Aging

Council on Aging Director
Arcangelina Arena-DeRosa

State Department of Food and Agriculture

Animal Inspectors
Laura J. Fiske
Carolyn Thorne, D.V.M.
Paul Jolicoeur
Jason Roberts

Trust Funds

Trustee of the
Charles F. Baker Fund
Chairman, Board of Selectmen
Town Clerk
Town Treasurer

Trustees of the
Mary Emerson Fund
Town Treasurer

Veterans' Emergency Fund
Chairman, Board of Selectmen
Town Treasurer
Veterans' Services Director

Bonds on Town Officials

Collector \$150,000
Assistant Collector \$40,000
Treasurer \$200,000
Assistant Treasurer \$50,000
Deputy Tax Collector \$20,000
Town Clerk \$14,000
Assistant Town Clerk \$14,000

Other Appointments

Governor

Charles D. Baker

Lt. Governor

Karyn E. Polito

Secretary of The Commonwealth

William Francis Galvin

Attorney General

Maura Healy

State Treasurer

Deborah B. Goldberg

State Auditor

Suzanne M. Bump

Senators in Congress

Elizabeth Warren

Edward Markey

Representative in Congress

Ninth Congressional District,

William R. Keating

State Senator

Norfolk & Suffolk, Michael F. Rush

Representative In

General Court

Eleventh Norfolk, Paul McMurtry

Norfolk County Officers

County Commissioners

Joseph P. Shea

Peter H. Collins

Francis W. O'Brien

Clerk of Courts

Walter F. Timilty

County Surveyor / Dept. Head

Joseph McNichols

County Treasurer

Joseph A. Connolly

Registrar of Deeds

William P. O'Donnell

District Attorney

Michael W. Morrissey

Registrar of Probate

Patrick McDermott

Sheriff

Michael G. Bellotti

General Government

Board of Selectmen *Annual Report*

Nancy C. Hyde, Chairman
Michael F. Walsh, Clerk
John M. Hickey, Third Member

Staff

Michael Jaillet, Town Administrator
Pamela Dukeman, Finance Director
Thomas McCusker, Town Counsel
Christine McCarthy, Executive Assistant



Mission

It is a pleasure to report on the efforts, initiatives and accomplishments that occurred in 2016. When the Board of Selectmen reorganized in May of 2016, Nancy Hyde was elected Chairman, Michael Walsh was elected Clerk and John Hickey, who was elected to his first term, assumed the title Third Member.

The Board of Selectmen is empowered by general law, town charter and town bylaws to serve as the Chief Executive Authority on all matters involving Westwood. The Board of Selectmen approves a balanced budget, which incorporates decisions on department requests, capital expenditures, and allocation of funds; prepares the warrants for Annual and Special Town Meetings; prepares and approves ballot questions for the town election if there is a general override, debt exemption, and/or capital exclusion requests or some other referendum issue; and meets with engineering consultants to review and coordinate Town projects and with legal counsel to review matters involving collective bargaining, employee relations, litigation and other legal matters. The Board of Selectmen has an open-door policy, hearing requests and complaints of Town residents and businesses and taking appropriate action and schedules hearings and informational meetings on matters of importance to the community.

Roy London Humanitarian Award

In memory of Roy London and in celebration of his community involvement, most especially his ongoing encouragement of the value of service to the community, the Board of Selectmen established the Roy London Humanitarian Award in 2010 to be given annually in recognition of exceptional service within the Westwood community. The 2016 recipients were the Barbara Waterhouse, Emily Sugg, Todd Sullivan and associates, and the Transitional Assistance Committee.



John Cronin Public Service Award

The John Cronin Public Service Award, which is named after the former Town Treasurer, is given in honor of John Cronin's long and dedicated service to the Town. Philip Shapiro was awarded the John Cronin Public Service Award in 2016. Phil has served in the private and public sector for over 35 years; served as Budget Director and Deputy Director of Investor Relations at Bank of New England, Executive Director of the MBTA Advisory Board, Deputy Director of the Massachusetts Energy Facilities Siting Council, and Special Assistant to the former Governor of Maine, James Longley. He led the Boston Harbor Clean-Up from 1984 to 1993 serving as Acting Executive Director and Chief Financial Officer. From 1993 to 2005, served as the Managing Director in Public Finance at Standard and Poor's Rating working on both general obligation and revenue bond credits for various cities and towns. Phil has been an active member of various committees in Town including Charter Study Committee, Finance Commission, Business Development Task Force, Organization for the Preservation of the Environmental and Nature (OPEN) and Westwood Land Trust. He was elected to the Board of Assessors and served from 2002 to 2008 before serving on the Board of Selectmen from 2008 to 2014.

Community Compact

On December 13, 2016, the Board of Selectmen signed the Community Compact Agreement with the Baker-Polito Administration to partner with the Administration on best practices. The Board voted to implement the following best practices:

- Implement a citizen engagement program that leverages technology to engage the public through electronic communication channels and ensures that internal staff is positioned to support these initiatives.
- Implement a solution to digitize paper records that results in operational efficiencies and improved responsiveness to the public.
- Complete an Open Space & Recreation Plan to guide land conservation and development decision including zoning and land acquisition.

Finance

The Board of Selectmen oversaw the development and approval of a comprehensive budget for the town. The Board of Selectmen, working closely with the Long Range Financial Planning Committee, the Finance and Warrant Commission, and town and school officials and administration, has continued to work cooperatively to balance the many needs of the community.

Annual Budget

There are many needs to provide for in each budget year. It is important to maintain quality services to our residents through the school and municipal departments. It is also important to budget appropriate funds in the capital budget to maintain the town's assets, to contribute to reserve accounts, as well as to provide funding of long term liabilities such as pension obligations and OPEB. The budget must also balance the impact on our residents' tax bills and provide tax relief when able to do so. The FY17 budget implemented several tax relief

Board of Selectmen *Annual Report*

measures, resulting in an increase of only 1.3% for the average bill increase versus a potential increase of 4.2%.

The approved budget included significant appropriations to reserve accounts, an increased level of capital funding, and continuation of the annual appropriation to the Other Post Employment Benefit (OPEB) and Stabilization Reserve Accounts. The resulting budget and reserve levels significantly contributed to the Town's reaffirmed Standard & Poor's AAA credit rating in August 2016.

Annual Audit

The Audit Committee reported that the external auditors had no material findings in the audit of the Town's financial operations and statements. The Tax Collector's office remains one of the leading collection departments in the Commonwealth with a tax collection rate of 96%. The Treasurer's office effectively managed the Town's tax title accounts and the successful issuance of a \$16.64 million bond in August 2016. The bond, primarily for the construction of a new police headquarters, received a very low interest rate of 2.4%.

Comprehensive Annual Financial Report

For the 20th year in a row, the Town received a national award for its Comprehensive Annual Financial Report (CAFR). The Assessing Department updated property values as required. Finally, the Board of Assessors and the Board of Selectmen approved a tax classification that maintained relative balance between the commercial and residential tax burdens.

Home Rule Petition – Aid to the Elderly and Infirmed

An Aid to the Elderly Fund was established in 1999 and receives approximately \$40,000 in donations from Westwood residents per year. The Fund helps about 50 residents annually with payments averaging \$250 - \$2,000. The average recipient is 84 years old, has lived in the town for more than 50 years, and lives in a home valued at less than \$500,000. The Board of Selectmen, with the approval of Town Meeting, submitted a Home Rule Petition to appropriate general revenue funds into the account to allow for additional applicants to received relief. The Governor signed the Home Rule Petition in December 2016.

Westwood is the first community in the Commonwealth to successfully pass this legislation.

Facilities Improvements

Fire Station II

Construction of Fire Station II continued through 2016. The Station exterior walls were completed and siding at about 75% complete by year end. The interior painting and ceiling grid opened and mechanical and utility work continued. The Permanent Building Committee, through its consultants Compass Project Management, provides oversight of the project. Projected completion is expected in 2017.



Police Headquarters

The Board of Selectmen hosted a groundbreaking ceremony on July 1st for the Police Headquarters. The Board was please **TO** inform residents that the groundbreaking ceremony was held a month earlier than anticipated, because of the accelerated work done by FED Corp. for the construction of the enabling projects - Deerfield Ave Extension, the parking facilities in front of the Police Station and behind town hall, and the installation of a new handicap ramp at Town Hall.

The quality of the design and bid documentation process of Dore and Whittier and Compass Project Management is contributing to a **VERY** smooth, effective, and well managed project. Occupancy of the new Police Station is projected to occur in the fall of 2017.

Scout House

The Board of Selectmen supported the construction of a new Girl Scout House on the Hanlon School lot. This was **NECESSARY** due to the town's acquisition of the former Scout House parcel which was incorporated into the new Police Station project. The new construction was completed in November 2017.

Energy Efficiency

The town's Energy Manager filed for and received a Green Communities grant of \$210,000 in March 2016. The proposed projects covered in the grant included a new control system at the Downey School, conversion of lighting at Downey and Martha Jones schools and at the Senior Center to LED. The town converted all the street lights to LED, combining a town appropriation with incentives funded from Eversource. Westwood is committed to continue to reduce its energy consumption by 20 % over a five-year period.

Additionally, the town has committed to design enhancements at the new Fire Station and Police Station which will make these facilities 30% more energy efficient than required by current building codes.

Senior Center

A Capital Needs Assessment was done for the Senior Center for improvements including, but not limited to, siding, roofing and walkways. The Board of Selectmen will continue to work with the Town Administrator to assess and raise the funding for the improvements.

Public Safety

Fire Department

The Fire Chief recommended and the Board voted to sign a new shared ambulance agreement that has been updated throughout the years; the last time in 2009. This agreement covers terms, conditions, and responsibilities involved with the sharing of a spare ambulance, among six area fire departments including Canton, Norwood, Randolph, Sharon, Stoughton, and Westwood. The spare ambulance is owned by all six communities and is used generally as backup for an ambulance out of service for repairs. Each community notifies the host Chief (Canton) when the spare ambulance is needed. The new agreement has a term of 25 years as allowed by Chapter 40 Section 4A MGL.

Police Department

The Board of Selectmen sponsored an article at the 2016 Annual Town Meeting for the construction of a new Police Headquarters within Proposition 2½ for \$13,205,000. In June of 2014, the Selectmen approved the siting for a new Police Headquarters. In the spring of 2014, Town Meeting approved \$1.0 million in funding for design of the facility. In the fall of 2015, Town Meeting voted \$2.1 million for Phase One of the Police Headquarters project now known as the Deerfield Avenue extension project. This phase of the project prepared the site for the construction of the new building, while meeting other public safety needs, and will be completed before the new building construction started in August 2016.



Public Works

The Department of Public Works contracted with TEC in the amount of \$33,200. TEC will provide planning services to develop a Complete Streets Project Prioritization Plan. The Project Prioritization Plan will be submitted to MassDOT to complete the Tier 2 municipal requirement of the Complete Streets Funding Program. Westwood is the first community in the Commonwealth to be at this point in the process.

There are three major projects that the town will be taking on as part of the Complete Streets grant (\$400,000) from the state. The first project is Blue Hill Drive which will include bike shoulders and some buffers between the travel lanes and the bike lanes. The second project is the intersection of Pond Street and Route 109. The redesign intersection will replace the two islands with one larger island roughly 8 feet wide and narrow the right-turn from High Street onto Pond Street. It would also include striping for turning lanes. The second portion of the project would include the installation of sidewalks along High Street from Mill Brook Road. Construction of these projects is expected in the Spring of 2017.

Culture, Recreation and Human Services

Westwood Day 2016 was organized and coordinated by the dedicated Recreation Department staff. Hosting an event of this size requires a tremendous effort from many town municipal departments, the School Department, and volunteers from the community.

The celebration kicked off on Friday, September 23rd with a decisive victory by the Westwood High School Football team. The rain held just long enough for guests to enjoy the fireworks show. Attendance on Saturday, September 24th was higher than ever with thousands of people visiting throughout the day. Sponsors covered the associated budget resulting in free admission to all guests including funding for all activities and supporting infrastructure. Many of the sponsors also brought enjoyable activities (i.e. face painting, caricature artists, clowns, balloon animals etc.) that add significant entertainment to the event's festive atmosphere.



Economic Development

The Board participated in several opening ceremonies at University Station and new auto dealerships along Providence Highway.

The Board established the Islington Center Task Force in 2015 to pursue the redevelopment of the Town Center, a long sought after goal of the community. The Task Force spent considerable time reviewing and refining responses to a Request for Proposal (RFP) issued to redevelop the intersection of East/School/Washington Streets.

University Station Project

The Board received a proposal for a Payment-In-Lieu-of-Taxes (PILOT) Agreement with the Brigham and Woman's Hospital facility to be located within the University Station project. A final decision on the terms of the PILOT Agreement is expected in early 2017.

Employee Recognitions

The Board of Selectmen recognized four (4) employees in 2016 for achieving 25 Years of Service to the Town:

Pamela Dukeman, Finance Director
Sheila Nee, Finance and Warrant Commission/Financial Analyst
Leigh Hardy, Administrative Assistant, Police Department
Eladio Sanchez, Police Officer



The Board thanked and honored these employees for their dedicated service to the Town.

Retirement

The Board wished Patrick Ahearn a happy and healthy retirement. Pat served on the Board of Selectmen for 18 years, serving as Chairman six times throughout his tenure and serving as the Selectmen liaison on many boards and committees. Pat’s extensive experience and background on the Board along with his background as an attorney provided invaluable insight, historical knowledge of policies and procedures to the Board throughout the years.

Citizen Initiatives

The Board of Selectmen congratulated and honored the Westwood Girls Lacrosse Team on their State Championship in 2016.

The Board of Selectmen congratulated and honored the Westwood Police Explorers for their Presidential Awards received in 2016.

The Board of Selectmen congratulated Town Clerk Dottie Powers for receiving the Silver Award for Early Voting Accommodations for the 2016 Presidential Election.

Appreciation

Finally, on behalf of the Board of Selectmen, I would like to thank all the dedicated Town employees, Town officials and volunteers who offer their time and expertise to the development and advancements of the community. It is because of their continued commitment to public service that live in such a wonderful community. Without their selfless dedication, none of the above-mentioned accomplishments would have been possible.



Nancy C. Hyde, Chairman

Town Administrator *Annual Report*

Michael Jaillet, Town Administrator

Staff

Pamela Dukeman, Finance Director
Thomas McCusker, Town Counsel
Christine McCarthy, Executive Assistant
Michelle Miller Peck, Purchasing Manager
Katherine McDonough, Town Service Representative
Ellen Hurley, Support Staff

Introduction

This past year will be remembered for three major changes. It is the year that the Town made significant investment in its Public Safety infrastructure beginning construction of a new Islington Fire Station and Police Station. The Town refined the staffing and operations of the Community and Economic Development Department and selected a new permitting software to streamline the process. Finally, the Town expended significant Task Force time and effort attempting to refine the long sought after town center improvements of Islington Center.

Mission

The Town Administrator is the Chief Administrative Officer of the town, directly responsible to the Board of Selectmen. The Town Administrator supervises, directs and is responsible for the efficient administration of all municipal functions under the administrator's control as may be authorized by the Charter, town By-law, Town Meeting Vote or the Board of Selectmen vote, including all Department Heads and employees appointed by the Town Administrator or the Board of Selectmen, and their respective departments, and shall coordinate activities of all town departments.

Administration

An Executive Function Group, which consists of the Finance Director, the Police and Fire Chiefs, the Director of Public Works, the Community Development Director, the Human Resource Director, the Youth & Family Services Director, the Information System Director, and the Town Administrator, continue to meet prior to each Selectmen Meeting to to discuss, implement and report on the overall plan for municipal administration and prepare issues for Selectmen action.

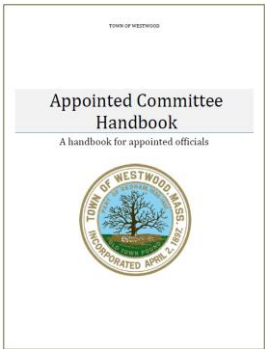
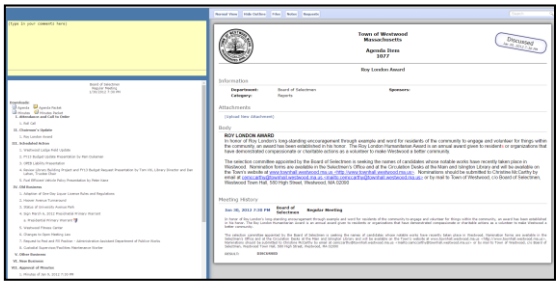


Recruitment and Hiring

The Town Administrator participated in the recruitment and selection of many staff and key department heads including, the newly designed Housing and Zoning Director, Recreation Administrator, Heavy Equipment Operator, Library Staff and Administrative Assistant to the Board of Selectmen. The Town Administrator, Finance Director and Human Resources Director also participated in the recruitment and selection of the Financial Analyst.

Legislative Management System

The Town Administrator’s Office continues to organize the Board of Selectmen meeting packages through its legislative management software provided by Accela. This allows for open and transparent government on all the issues brought before the Selectmen. All files are uploaded and tracked through the system for accessibility through searching features. Videos are linked to agenda items to allow for residents to review portions of the meeting that interest them the most.



Appointment Handbook

The Town Administrator created an “Appointment Handbook” that has been distributed to all of the boards/committees. The Handbook serves as a guideline to appointed officials on how to conduct themselves when representing the Town of Westwood, outlines the Code of Conduct, Public Records and Open Meeting Laws. The Handbook was distributed in the fall to all current board/committee members and is given to new members upon appointment.

Department Reports

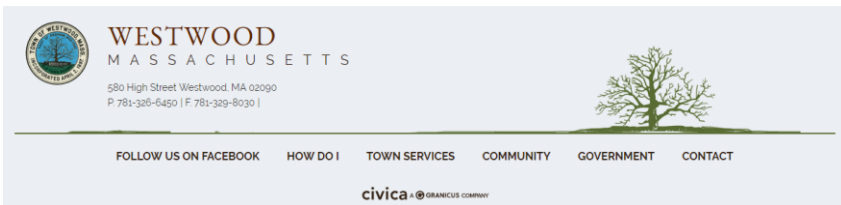
The Town Administrator organized each Government Department to prepare and present a report to the Board of Selectmen consisting of the mission of the department, its achievements and its upcoming fiscal years’ goals. A comprehensive list of goals was accepted by the Board of Selectmen and a Master report was updated monthly by members of the Executive Function Group.

Opioid Task Force

In November, the Town Administrator organized an Opioid Task Force consisting of the Fire Chief, Deputy Fire Chief, Police Chief, Police Sergeant, Director of Youth and Family Services and the Executive Assistant. The Task Force has been tasked with reviewing the Town of Westwood's policies related to the Town's response to the opioid epidemic and effects on residents. The Task Force representatives attend trainings and seminars including participation on the Norfolk County District Attorney's monthly coalition meetings.

Information and Technology

The Town selected and contracted with Civica for a newly designed website. The staff worked over the course of the year to migrate all information from the old site to the beta site. The new website which is expected to launch in early 2017, will be user friendly for residents, businesses and other interested parties.



Finance

At the end of August, the Town underwent a rigorous credit review with Standard and Poor's (S&P). The Finance Team prepared and presented to S&P a summary of financial information including debt and OPEB status, financial policies, tax revenue and budget practices. S&P reaffirmed the AAA rating. During the summer months, the Finance Team performed significant analysis to determine the best composition of the bond sale, including reviewing the terms of sale, length of bond, and use of premiums. Bond sale was very successful with 6 bidders and low interest rate of 2.42%

Revenue analysis continues, with several presentations done for Board of Selectmen, Budget Steering and Long Range Financial Planning committee. Goal is to carefully allocate University Station tax revenue, with revenue only being used in FY18 budget for any confirmed direct service needs and remaining unused levy for tax relief.

Planning and Economic Development

Support Redevelopment of University Avenue

Given town meeting approval of the master plan, overlay district and first phase of the development known as University Station opened in 2015. The mixed use district consists of retail, residential and restaurants which almost all grand-opened by winter.

The Town continued to work with the Developers to review and discuss Phase II of the project including revising the Master Plan for the village area to include a proposed medical facility and approved the construction of a Marriot Residence Inn. Efforts for construction of Phase II will continue with hopes of including additional restaurant, retail and housing as well as office space development.

Community and Economic Development

The Community and Economic Development Departments reviewed and purchased an e-permitting software for all land use departments in late Summer. The IT Director and Department Heads worked to sign a contract with ViewPermit and expect a live date in early March of 2017.



The Selectmen appointed an Islington Center Task Force to review and recommend ways to improve the Islington Town Center. The Task Force initial step was to issue a Request for Proposals (RFP) to seek proposals for the redevelopment of the East/School/Washington Intersection where the Town owns four (4) parcels. The Task Force held several public meetings to seek public input to refine the proposal received from a developer and continued to refine that proposal for a future recommendation to the Board of Selectmen.

Housing

Sarah Bouchard was hired to assume the combined duties of the Housing Director and Zoning Board Administrator. Immediately she began to work with the new owners of the Highland Glen and Westwood Glen to smooth the transition for its residents and ensure the preservation of affordable housing units that the Town is entitled.

Farmer's' Market

The Town held its 4th Annual Famer's Market which was organized and overseen by the Community and Economic Development Director. The new location in the Saint Margaret Mary's church parking lot offered a great deal of space to vendors and patrons in a more visible location making the event a greater success throughout the summer months.

Facilities Improvements

Energy Efficiency

The Town's Energy Manager filed for and received a Green Communities Grant in March 2016 for \$210,000. The proposed projects covered in the grant included a new control system at the Downey School, conversion of lighting at Downey and Martha Jones schools and at the Senior Center to LED. Westwood is committed to continue to reduce its energy consumption by 20 % over a five year period. These newly funded projects, as well as others completed in past years and others that are being planned for the future, will contribute to the achievement of this goal. Additionally, the Town has committed to design enhancements at the proposed new Fire Station and Police Station which will make these facilities 30% more energy efficient than required by current building codes.

Town Hall Parking Lot and Handicapped Ramp Improvements

Including in the development of the new Police Headquarters was the reconstruction of the Town Hall handicapped ramp and parking lot area. The ramp was completed and installed by FedCorp in the late fall which is now ADA compliant. Improvements were also made to the parking lot located behind Town Hall adding additional parking, LED light fixtures and landscaping.



Scout House

In order to make room for the new Police Station, the Town Administrator arranged for the acquisition of the Scout House parcel and demolition of existing structure and negotiated a contract with the Eastern Girl Scouts of America to construct a new scout house at the Hanlon School and with Town Meeting approval and direction of the Board of Selectmen.



Islington Fire Station

The Fire Station located in Islington began construction in June of 2015. The construction team continues to meet with the Fire Chief and Compass Project Management on a weekly basis to ensure the project remains on schedule and on budget.



Police Headquarters

The Police Headquarters held its groundbreaking ceremony on July 1st. The project was able to begin a month ahead of schedule due to the early completion of the bypass extension of Deerfield Avenue, Town Hall handicapped ramp improvements and parking lot. The concrete pour of roof grout and slab at Evidence Bay and Sallyport were completed. The exterior of the building is expected to be weather tight in early January of 2017.



Deerfield Avenue Extension

At the Fall Town Meeting, Town Meeting voted to approve the acquisition of the Girl Scout Parcel, the transfer of land on a portion of the Hanlon School lot to accommodate a new Scout House, and additional land easements necessary to construct a roadway behind Town Hall, connecting Deerfield Avenue to Westwood Glen Road. The construction of the new road, relocation of utilities and Town Hall parking lot was completed in June of 2016. Sidewalks and street lights were installed from Westwood Glen Road to Deerfield School



Public Safety

In response to the Opioid Crisis, which is impacting Westwood like all communities in the Commonwealth, the Town Administrator formed the Opioid Task Force. The Task Force was established to formulate policies and protocols for responding to and following up with impacted individuals and their families. Westwood administers up to five applications of Narcan a month, most often resulting in the reversal of an Opioid overdose. The Task Force also attends and coordinates with the District Attorney's Office Coalition Monthly meetings.

Fire Department

In anticipation of Chief Scoble's mandatory retirement in January of 2018, the Town Administrator worked with the Board of Selectmen to establish a Fire Chief Task Force to review the Chief's responsibilities and protections in light of the recent changes to the Charter of the removal of the position from Civil Service. The Task Force will review the statutes and pertaining laws and responsibilities and make a recommendation to the Board of Selectmen. The Board is expected to make the appointments of this Task Force in January of 2017.

Public Works

Street Light Conversion

The Town approved an appropriation of \$500,000 to convert all of the Town's street lights to LED Efficient lights. There are currently 1,291 streetlights in the community; 1,055 overhead street lights, 236 period lights. The Energy Manager completed the conversion in early 2016. The Town plans to utilize a feature of these new Street Lights that will allow the wireless reading of water meters and 2nd meter infrastructure and other similar enhancements of service.

Canton Everett Forbes Construction

The Department of Public Works completed the construction of traffic calming the Canton/Everett/Forbes neighborhood. The DPW Director and Town Administrator met with the residents to review the success in reducing speed and volume of traffic in the neighborhoods and to address any remaining concerns and punch list items that need to be completed.

Clapboardtree & Washington Street Intersection Redesign

The Town Administrator and Director of Public Works met with consultants and abutters including Xaverian Brothers High School to present the redesign of Clapboardtree Street at the Washington Street intersection to address traffic congestion. The Town met with officials from suggested by attendees and MassDOT District 5 to present and discuss options for resequencing the lights and revising the signage MassDOT agreed to consider the recommendations.

East Street Bridge Redesign

The Town Staff continued to meet with MBTA and MassDOT Officials to discuss the redesign of the East Street Bridge. The MBTA hosted a public meeting on November 30th to present the 30% design. The goals of the project are twofold. 1. To improve the vertical clearance beneath the bridge by minimizing the structures depth, lowering the roadway surface, and raising the tracks. 2. Improve the roadway width by straightening out the roadway alignment, providing two travel lanes with appropriate shoulder space, and installing two sidewalks. Resident's concerns and comments were taken by the MBTA and MassDOT with expected 90% design plans to be presented in early



2017 and begin construction in 2018.

Cemetery Department

The new phase for the Westwood Cemetery was designed and construction was completed in June of 2016. The new section features 256 above ground crematory niches with a water found and committal area, and 319 new burial lots.

Culture, Recreation and Human Services

Housing

The Town and Hanover Company prepared a Local Incentive Program (LIP) application to DHCD for the approved 350 units of housing in two separate buildings known as Gables at Westwood. One building containing 220 units will be 25% affordable and the other building containing the remaining 150 units will be 10% affordable. As a result of this approval, the Town exceeded the 10% requirement set forth by Chapter 40B, MGL.

Recreation

Using mitigation funds from the University Station Project, the DPW, School and Recreation Departments redesigned and reconstructed the softball and soccer fields behind the Deerfield School. Because sod was installed, the field was ready for use a season earlier than it would have been under traditional plans.

Council on Aging

The Council on Aging has been engaging in proposed expansion of activities and program which have significantly increase community participation.

Senior and Veteran Tax Work Off Program

The Town continues to support the Senior and Veteran Tax Work Off Program. The Town has raised through donations a total of \$450,000 to assist in the tax relief to many seniors in the community since its establishment in 1999. The Town presented a Home Rule Petition which was passed by the Legislature which allows the Town to allocate General Funds to expand and continue this important program for our Senior population.

Appreciation of Dedicated Employees

I wish to recognize and thank Pamela Dukeman, Finance Director; Sheila Nee, Finance and Warrant Commission Administrator/Financial Analyst; Leigh Hardy, Administrative Assistant – Police Department; and Eladio Sanchez, Police Officer for reaching 25 Years of Service to the Town of Westwood. Your dedication is an inspiration to all.

I wish the best of luck to Lynne Fielding who retired from the GIS Analyst in July.

I wish the best of luck to Louise Rossi who retired from the Zoning Board Administrator and Alcohol Licensing Coordinator in August.

I wish the best of luck to Nancy Hogan who retired from the Head of Circulation Services at the Westwood Public Library in September.

Condolences

I wish to express my condolences to the families of Detective/Sergeant David Abdou, Allen Baker, Josephine McCusker, Firefighter Paul Sheehan and Fred Willett. Each of these individuals dedicated their precious time over their careers in service to the Town of Westwood for which they will always be remembered.

Special Thanks

I wish to recognize and especially thank those with whom I serve closely this year: Pam Dukeman, Thomas McCusker, Christine McCarthy, Joan Courtney Murray, Katherine McDonough and Ellen Hurley, among others. Each in his/her own way has capably assisted me over the course of this year in carrying out my duties.



Michel A. Jaillet
Town Administrator

Procurement Department *Annual Report*

Mission

The Procurement Department, now in its fifty-fifth year, operates under the provisions of Chapter 41, Section 103, Massachusetts General Laws, as amended. This statute provides that the Procurement Officer shall purchase all supplies for the Town and for every department.

The Procurement Department provides a unified purchasing system that ensures integrity and fairness with a centralized responsibility for oversight of solicitations, vendor selection, negotiation, award, contract management, reporting, disposal of surplus property and emergency logistical support for the benefit of all Town Departments.

Procurement and Contracts

All procurement activity is regulated by Massachusetts General Laws and Town By-Laws. The type of purchase/project and estimated value determine which law(s) apply in a particular purchase. The Town of Westwood is subject to MGL Chapter 30B for goods and services, MGL Chapter 30, 39M for public works projects, MGL Chapter 149 for building maintenance, repair and projects, Chapter 7 for Design Services and Chapter 25 for Environmental.

The Procurement Department monitors departmental procurement practices and facilitates contract administration to ensure compliance with applicable laws governing procurement of supplies, services, equipment, and capital improvements involving public works, building construction and design services.

The Town of Westwood is subject to Massachusetts Prevailing Wage laws. The Procurement Officer is also responsible for ensuring that all bids reflect prevailing wage rates (MGL c 149, §§26-27H) and must, therefore, review all bids carefully. Weekly payroll records are collected from all contractors and kept on file.

The Town is eligible to use Commonwealth procurement and solicitation system, COMMBUYS, as it is the official procurement record system for the Commonwealth of Massachusetts. All Statewide Contracts are the result of a competitive bidding process; municipalities can purchase goods and services using the Statewide contract without having to conduct their own competitive procurement process. The Town requires that departments execute the appropriate contract documents.

The Town also participates in State approved Cooperative Purchasing programs, which provides competitive prices and contracts to participating Massachusetts municipalities.

Procurement Department *Annual Report*

Town Department Contracts

Seventy five formal contracts were processed.

Category	Department	Number Processed
General Gov't	Selectmen	6
	IT	2
	Library	1
	Town Clerk	1
Public Safety	Fire & Police	15
	Building Inspection	0
Health	Health Education	1
Human Svc.	Recreation, COA & Youth Family Services	4
Planning & Economic Devt	Planning	3
DPW	Public Works	26
	Engineering	7
	Sewer	3
	Energy	6

I would like to thank all departments for their cooperation in making the Procurement Office a successful, effective and cost saving operation.

Michael A. Jaillet, Town Administrator Chief Procurement Officer
Michelle C. Miller, Procurement Manager/Contract Compliance Officer

Town Counsel *Annual Report*

Thomas P. McCusker, Town Counsel

In the past year, Town Counsel has represented various Town Agencies before the Norfolk Superior Court, Dedham District Court, Land Court, Appellate Tax Board, and the Department of Environmental Protection. Town Counsel has advised the Board of Selectmen, Town Administrator, Building Commissioner, Sewer Commission, Housing Authority, Housing Partnership, Planning Board, School Committee, Zoning Board of Appeals, Conservation Commission and other departments on matters requiring conformance with the General Laws of the Commonwealth, Federal Law, and the Westwood Charter and Bylaws. Special assistance has been provided in many Planning Board and Conservation Commission meetings with matters now pending before the Land Court, the Superior Court and the Appeals Court. Much time has been devoted to the Planning Board and Conservation Commission relative to special permit applications.

I would like to express my thanks and appreciation to all Town Boards and Commissions, as well as the staff at the Town Hall, for their help and assistance during the year.

Thomas McCusker, Town Counsel

Affirmative Action *Annual Report*

Joan Courtney Murray, *Affirmative Action Officer*

Affirmative Action

The Town of Westwood is committed to compliance with State and Federal mandates that cities and towns provide equal opportunity to all in the areas of housing, employment and business enterprise. Minority and women owned businesses are notified two weeks in advance of all Town bids for goods and services. All construction contracts over fifty thousand dollars require that five percent of the contract be awarded to minority businesses or be used to compensate minority employees. On all State and/or Federally assisted construction projects there shall be a goal of not less than ten percent minority business enterprise where appropriate qualifications are met.

Joan Courtney Murray, *Affirmative Action Officer*

Michael A. Jaillet, *Fair Housing Director*

Michelle Miller Peck, *Contract Compliance Officer*

In 2016, as Affirmative Action Officer, Ms. Courtney Murray conducted training on Prevention of Harassment and Discrimination in the Workplace for employee groups and distributed the Policies to all Town and School employees as required.

Equal Employment

The Town of Westwood is committed to fair and equitable employment practices and fosters an environment where individuality is encouraged and respected. The Town strives to attract and retain a diverse workforce.

In 2016, the Town continued to use an outside vendor's Applicant Tracking System to advertise to a geographically wider-ranging applicant pool and process applications for open positions. This allows the Town to expand its recruitment strategy to encourage a broader and more diverse candidate pool.

The Group Insurance Commission (GIC) Health Insurance

Group Insurance Commission (GIC)

Following the Board of Selectmen’s adoption of Chapter 32B, §21-23 M.G.L., which established a process to change health insurance benefits, an agreement was reached with the Public Employee Committee (PEC; formerly the Health Care Review Committee), a representative group of Town and School administrators, employees and retirees, to transfer to the Commonwealth’s GIC Health Plans beginning in Fiscal Year 2016. In exchange for the employees and retirees agreeing to accept the transfer, which imposed annual deductibles and modified co-payments to achieve the savings in the contribution rates and to the Town’s cost of providing health insurance, the Town increased its share of the premium contributions to 68% for active plans.

In addition, the Town established a mitigation fund to be used to offset some of the cost burden shifted to employees. In 2016, approximately \$38,000 were distributed to 45 employees/retirees enrolled in Active /Non-Medicare Retiree health plans who experienced out-of-pocket healthcare expenses above a defined threshold. The fund will be available to employees and non-Medicare retirees this coming year, also.

As a result of the transition to GIC health plans, the Town has experienced a substantial reduction in health care costs. The savings are used to fund Other Post-Employment Benefits (OPEB), which is the Town’s cost for providing health insurance coverage to its retirees now and in the future.

Members of the 2016 Public Employee Committee:

John Antonucci	Glen Atkinson	John Bertorelli
Frank Chillemi	Joan Courtney Murray	Pamela Dukeman
Daniel Fafara	Matthew Gillis	Leo Hoban
Michael Jaillet	Faith Kimball	Marie O’Leary
Heath Petraca	Denise Singleton	Craig Templeton
Sandra Warnick		

Personnel Board *Annual Report*

Joseph A. Emerson, Jr., *Chair*
Robert M. Shea, *Vice-Chair*

Douglas K. Hyde, *Member*
Rory P. Laughna, *Member*
Rachel A. Lipton, *Member*

Department Mission

To maintain fair and equitable Personnel Policies and to establish a personnel administration system based on merit principles to ensure a uniform, fair and efficient application of Personnel Policies.

Pursuant to the authority granted by Article LXXXIX of the Constitution of the Commonwealth and Massachusetts General Laws, c. 41, §§ 108A & 108C, the Personnel Bylaw was adopted and took effect on July 1, 1987. Appointed by the Town Moderator, the Personnel Board provides checks and balances to all areas of government within its jurisdiction.

Personnel Board Members

The Personnel Board consists of five members, each appointed to overlapping three-year terms. The 2016 Board has extensive experience in the areas of municipal law, employment law, labor law, financial services/risk control, and technology management.



Personnel Board members (seated left to right): Robert M. Shea, Vice-Chair, Joseph P. Emerson, Chair; Douglas K. Hyde

(standing left to right): Rachel A. Lipton; Rory P. Laughna

Program/Service Areas

The Personnel Board provides five major programs/services which are implemented through the Human Resources Department:

1. Personnel Policy Administration
2. Benefits Administration, in accordance with Personnel Policies and federal and state regulations
3. Labor Relations
4. Performance Review System and Employee Development
5. Risk Management

Personnel Board *Annual Report*

Major responsibilities of the Personnel Board include:

- Reviewing and administering the Town's compensation plans
- Evaluating the classification of positions generally and specifically, and causing a review of all positions in the classification plans at appropriate intervals in accordance with personnel practices
- Overseeing the performance review process and updating job descriptions and compensation plans as appropriate to ensure equity within the Town's Compensation and Classification system and with market comparability
- Advising on the application and management of an effective performance review system
- Monitoring the implementation and practices of the Town's personnel policies, in consultation with the Town Administrator
- Providing advice and assistance to the Town Administrator and Human Resources Director on any aspect of personnel policies and practices
- Ensuring and administering fair recruiting, interviewing and hiring practices for Town employees
- Maintaining a centralized personnel data and record keeping system in accordance with federal and state requirements
- Overseeing compliance with applicable sections of MGL Ch. 32B, Civil Service requirements, as well as federal, state, and local employment laws

2016 Personnel Board Activity Overview

- Seven meetings were held during the 2016 calendar year. The Board addressed manager and employee requests and/or questions; provided feedback and guidance on matters pertaining to structure of compensation plans, made policy clarifications; reviewed and approved three new and eleven revised job descriptions, and placed positions within the appropriate compensation plan(s), pending union ratification, where necessary.
- Approved budgetary and/or contractual adjustments to annual Compensation Plans: 1) Administrative, Technical, and Professional (ATP); 2) Library ATP, and Library Part-time Seasonal; 3) Department of Public Works; 4) Fire Department; 5) Police Department; 6) SEIU (Clerical); 7) Part-Time, Seasonal, and Other (PTSO); and 8) Recreation PTSO.
- Updated personnel policies to include a Domestic Violence Leave Policy.
- Initiated a salary study and job description review for the Westwood Public Library. The study was undertaken by the Collins Center for Public Management, which conducted a market analysis of library salaries and job titles. Many of the library job descriptions had not been updated since 2004.
- Served as an advisory resource to the Human Resources Director and Town Administrator. Board members participated on various town task forces when representation from the Personnel Board was required or requested.

The Human Resources Department

Overview

Under the policy direction of the Personnel Board and Town Administrator, the Human Resources Department serves to ensure that the Town’s mission and values are embodied in the business practices of its employees. The department promotes a work environment that is characterized by fair treatment of staff, open communication, personal accountability, trust, and mutual respect in accordance with the Town of Westwood Personnel Bylaw, policies and procedures. The Human Resources Department administers employee classification and compensation plans; advises department managers, supervisors and employees on personnel matters; maintains compliance with employment and labor laws and labor agreements; oversees FMLA, Injured on Duty and Workers’ Compensation processes, and Long-Term Disability applications; manages the recruitment and promotion of the best qualified people; and conducts and manages onboarding, and benefits enrollment and administration. The Human Resources Director oversees personnel actions of all Town departments and consults with School administration on FMLA and Workers’ Compensation matters, provides management and employee training to ensure a safe and discrimination/harassment-free environment, promotes wellness education through awareness programs, conducts Workers’ Compensation trainings, and participates in labor negotiations and contract administration. The Human Resources Director serves as the Town’s Recruitment Officer in all aspects of the employment process.

Personnel Policy Administration

The Personnel Board and Human Resources Director are committed to ensuring a fair recruiting, interviewing and hiring process for Town employees, and to maintaining a centralized personnel data and record-keeping system in accordance with state and federal requirements. Under the policy direction of the Personnel Board and administrative direction of the Director, the Human Resources Department maintains equity, consistency and open communication in upholding employment initiatives and policy. The HR Department is committed to providing employees a stable work environment with equal opportunity for learning and personal growth. The department is accessible to staff and supervisors with regard to interpreting policy and responding to employment or benefit questions or concerns.

Personnel Board *Annual Report*

The Staff

In 2016, the HR Department enjoyed a full complement of staff to include a Human Resources Director, a Benefits Coordinator, and two part-time Human Resources Administrators. The staff services the Human Resources needs of approximately 260 Town employees, 640 School employees and 400 Retirees and surviving spouses.



Human Resources Department staff (left to right): Linda Unger, H.R. Administrator; Joan Courtney Murray, H.R. Director; Jennifer Kinnear, H.R. Administrator; and Kristina LaFrance, Benefits Coordinator

The Human Resources Administrators support the operations of the Human Resources Office. In any given day, they may:

- Provide administrative support to the Personnel Board.
- Assist with recruitment, job postings, applicant tracking and communications.
- Facilitate new employee onboarding; issue personnel memos for all payroll, performance and status change transactions.
- Maintain employee files and monitor paperwork to ensure legal compliance.
- Initiate and track annual employee evaluations.
- Update and distribute all approved compensation plans each fiscal year, or as warranted throughout the year.
- Administer benefits to more than 400 Town of Westwood retirees or surviving spouses; maintain an accurate demographic database for this population.
- Research and address retiree benefit questions and concerns; transition the newly retired into health, life and dental plans.
- Monitor and adjust monthly pension deductions related to benefit premiums.
- Direct bill health, dental, and/or life insurance premiums for some retirees, employees on leave, and eligible Town officials; monitor Medicare B reimbursements for eligible retirees.

Personnel Board *Annual Report*

- Monitor monthly invoices from benefit vendors; reconcile monthly GIC bill.
- Administer in-house COBRA dental plans for resigned and/or retired employees.
- Oversee employee health insurance reimbursements for 60-day gap insurance.
- Manage or assist with special projects to comply with federal mandates, to include processing 1095C forms in accordance with the ACA regulations, Coordination of Benefits verifications, and IRS-SSA-CMS Data Match surveys.
- Add web content and/or update information on the HR website.
- Assist with the administration of employee benefits.

Benefits Administration

The Benefits Coordinator administers and communicates all benefit plans and benefit-related policies to eligible School and Municipal employees. Some specific responsibilities include:

- Manages health, dental, and life insurance offerings and benefit enrollments and changes for more than 700 insured Town and School employees and their dependents.
- Monitors flexible spending accounts ensuring no overages to federally-mandated pre-tax spending limits; updates salary-based premiums for long-term disability plans; informs employees of deferred compensation plans and enrollment procedures.
- Processes all new hire/rehire paperwork; enters new employee information into the Millennium database.
- Calculates and enters deductions into the Payroll system; updates employee records to accurately reflect benefit, status, demographic, etc., changes.
- Coordinates employee wellness programs and seminars; drafts and delivers Open Enrollment and benefit-related communications. Processes benefit enrollments and changes.
- Responds to employees' benefit inquiries and concerns on a daily basis, often leading to research and action on behalf of the employee.
- Co-maintains the Human Resources website; including new hire, retiree, Open Enrollment and benefits web pages.

The Human Resources Department oversees compliance with Massachusetts Health Care Reform MGL Ch. 32B and the Affordable Care Act requirements, and all other applicable local, state and federal regulations governing benefits administration. The HR Department strives to stay current on all health care issues, particularly those affecting employees and retirees, as well as COBRA and HIPAA requirements. The HR Director, by appointment of the Board of Selectmen, serves on the OPEB (Other Post-Employment Benefits) Task Force. The Task Force reviews and considers the Town's current and future unfunded liability related to the post-employment benefits provided to employees/retirees, and makes

Personnel Board *Annual Report*

recommendations on ways to reduce and fund the liability. The savings afforded by the Town's transition to employee and retiree GIC health plans has proven to be a valuable source positively impacting the OPEB liability.

2016 Human Resources Department Accomplishments:

- Contracted with consultant to undertake compensation study for Library personnel. Comparable towns to Westwood were contacted and data compiled to assess job placement within the Library's compensation plan, as well as structure of the compensation plan. All Library job descriptions were reviewed and updated.
- Met all requirements for completing the federally-mandated Affordable Care Act reporting which required collaboration among 3 outside agencies and several internal departments.
- Uploaded timely information and announcements to the Human Resources website and reformatted sections of the site to make enrollment and hiring paperwork more accessible to new and existing employees. Created Open Enrollment webpage for employees to research health, dental, long-term disability and flexible spending options and initiate the enrollment process.
- Researched various Occupational Health (OH) facilities and procedural fees after the Town's prior OH provider abruptly closed its doors. Established relationship with two new Occupational Health providers.
- Implemented a dental insurance option for retirees offered through the GIC. Worked with Massachusetts Teachers' Retirement System and Norfolk County Retirement System to set up premium deductions from pension checks; established direct billing accounts where necessary. Contacted all retirees, whether enrolled or not enrolled in benefit plans, about the option to change/enroll in health and dental benefits during Open Enrollment period.
- Streamlined FMLA process and managed direct bill or payroll deductions for health, dental and life insurances.
- Managed the review of approximately 840 resumes submitted for 29 job postings throughout the year; scheduled and conducted several rounds of interviews for most positions before selecting best qualified candidates.
- Hosted Social Security Administration information sessions for employees which provided them the tools needed to understand potential benefits and implications of the Windfall Elimination Provision (WEP).

Personnel Board *Annual Report*

Labor Relations

In 2016 the Public Employee Committee (PEC), formerly known as the Health Care Review Committee, chaired by the Human Resources Director, discussed and approved the continuation of a Health Reimbursement Account, a mitigation fund to alleviate out-of-pocket health expenses for high cost claims. The Public Employee Committee consists of union leaders, Town and School administrators, and retiree representatives, whose mission is to come together to make sound health insurance decisions.

The SEIU (Clerical) unit settled a 3-year Collective Bargaining Agreement (CBA) extending through June 30, 2019; 2% annual increases and four position upgrades were bargained and agreed upon. Negotiations are on-going with the Department of Public Works, Fire, Police, and Traffic Supervisors whose CBAs ended June 30, 2016. The Human Resources Director is the Personnel Board's designee in contract negotiations, as well as the liaison to Labor Counsel and Union Representatives.

Organizational and Employee Development

The Human Resources Department focuses on training, development and implementation of programs to promote individual success and increase the overall growth of the organization while facilitating improved productivity and employee relations. The Tuition Assistance Program remained in place for ATP employees who chose to enroll in academic classes pertinent to their field of work and/or provided growth potential. In addition, in April 2016 several management employees completed a nine-month graduate certificate program in Municipal Leadership offered through Suffolk University; another three employees enrolled in the same certificate program in Fall 2016.

The HR Department remains committed to promoting employee well-being and continues to seek program offerings that are of interest to employees and promote a healthy lifestyle. Members of the HR team collectively attended all Massachusetts Municipal Personnel Association meetings offered in 2016; many Massachusetts Interlocal Insurance Association and all GIC trainings; and subscribed to Webinars relevant to HR topics.

Risk Management

The Personnel Board recognizes the importance of safety and training as a risk management tool. The HR Department provides ongoing distribution of policies and training in the areas of: Employee Safety; Anti-Harassment and Discrimination Prevention; Workers' Compensation; and Department of Transportation CDL Standards. The HR Director participates in the MIIA Safety Committee, a quarterly meeting designed to discuss safety issues, review compliance, and ensure risk management best practices. In 2016, The HR department organized safety trainings for School cafeteria workers, custodians, DPW staff, and library personnel. Workers Compensation procedures were reviewed with school administrators, with emphasis given to the Town's two new Occupational Health providers; Anti-Harassment training was provided to Recreation department summer staff and town volunteers on boards and committees.

The Town utilizes the Criminal Offender Record Investigation (CORI) and Sex Offender Record Investigation (SORI) and conducts background checks on applicable hiring positions. Norwood Urgent Care and New England Baptist Occupational Health, the Town's Occupational Health providers, performed pre-employment physicals, including drug screening, and fitness for duty evaluations for most positions.

Town Accountant *Annual Report*

Marie O'Leary, *Town Accountant*

Mission

To maintain and ensure the integrity of the Town's financial records and accounting systems in an efficient manner, and to maximize financial operations to enhance the overall financial health of the Town. To ensure all financial and accounting data are fairly stated and represented and all statements and schedules conform to current accounting standards.

LEGAL REQUIREMENTS

Chapter 41, sections 48-61, Officers and Employees; Auditor/Accountant; Chapter 44, inclusive, Municipal Finance, Massachusetts General Laws.

Goals & Responsibilities

- Maintain a complete set of organized accounting records in accordance with generally accepted accounting principles and in conformity with the classifications prescribed by the Director of Accounts, Department of Revenue.
- Provide timely and accurate financial information and to ensure the integrity of the financial data by instituting proper internal controls.
- Collaborate with the financial management team to ensure financial policies and objectives adopted by the Town are enforced.
- Prepare an annual report (Schedule A) required by the Department of Revenue, to be published as a town document, providing a statement of all receipts and expenditures of the Town for a fiscal year period.
- Prepare and submit a year-end balance sheet to the Department of Revenue necessary for free cash certification.
- Review all bills, drafts and payrolls for accuracy, and authorize the processing of weekly warrants upon the treasury for payment.
- Provide financial assistance in the preparation of the Tax Recap required for tax rate certification.
- Provide financial assistance and guidance to all departments, and policy boards as needed.
- Engage and schedule a professional independent auditing firm for the annual audit.
- Provide timely accounting and financial data in a format that is prescribed by Generally Accepted Accounting Principles and the government Auditing Standards Board.
- Provide local, state and federal governments and agencies with timely, audited financial statements.

Program/Service Areas

The Westwood Accounting department provides (5) five major programs/services:

1. Financial Record Keeping, Analysis, and Reporting
2. Payroll
3. Accounts Payable
4. Municipal Liability Insurance/Risk Management
5. Audit

Town Accountant *Annual Report*

Financial Record Keeping, Analysis, and Reporting

- Maintenance of computerized general ledger for all town funds and departments.
- Closing of financial books, preparation of financial statements and schedules.
- Maintenance of fixed asset inventory.
- Engage independent auditors on annual financial audit as well as the annual audit of Federal grant funds as required by the Single Audit Act of 1984.

Payroll

- Review benefit and payroll related changes for accuracy and process in accordance with authorization on file.
- Process biweekly payroll for all Town and School employees including contractual obligations as required.
- Process all direct deposit related transactions for various deductions.
- Maintain and remit all withholdings and deductions on a timely basis.
- Coordinate the timely distribution of W-2s to all employees.

Accounts Payable

- Process invoices for goods and services purchased by all departments.
- Ensure all vendor payments are in accordance with Bylaws issued by Town Meeting and MA General Laws.
- Ensure that the requirements of Chapter 30B are followed.
- Monitor capital projects and authorize payment in accordance with appropriate approval and signed contracts on file.
- Monitor and update fixed asset activity.
- Process 1099s at calendar year end.

Municipal Liability Insurance

- Maintain all municipal insurance policies, review and update policies to ensure accuracy of coverage.
- Submit all claims to insurance company for processing and track status accordingly.
- Ensure all Town owned vehicles are properly titled, registered and insured.
- Ensure all insured property corresponds to the Town's fixed asset listing.
- Participate in the Safety committee meetings to review claims and accidents, and seek advisement on insurance related issues.
- Assist with the implementation of the MIIA Rewards Program.

Audit

- Compile financial and accounting data into statements and schedules as prescribed by the Bureau of Accounts, G.A.A.P. and G.A.S.B.
- Provide the Town with audited financial statements and schedules including the annual audit of Federal grants required by the Single Audit Act of 1984.
- Work in collaboration with the Town's Audit Committee increasing engagement efficiency.

Town Accountant *Annual Report*

Accomplishments

The Town of Westwood has been recognized by the National Government Finance Officers Association (GFOA) awarding the Town the Certificate of Excellence in Financial Reporting for the FY2015 Comprehensive Annual Financial Report (CAFR). The Town has received this prestigious award annually since FY97 placing the Town in the top tier of Massachusetts communities in the category of financial excellence. The Town also maintained an unqualified audit opinion for the FY2016 audit and assisted the auditors with the annual audit of financial grants. The Town has a AAA bond rating which is a strong reflection on the financial condition and management of the Town. The Town expanded its continued commitment to building its reserve accounts and has made significant progress in addressing the OPEB liability. Collaborative efforts within the financial department continued resulting in successful enhancements to the procurement process as well as fixed asset reporting and capital project financial reporting including public safety facilities.

Specific Accomplishments

- Assisted the independent auditors on the annual financial and compliance audit and maintained the Town's unqualified audit opinion for the FY16 audit.
- Assisted the independent auditors on the annual audit of Federal grant funds.
- Received notification that the Town was awarded the National GFOA Certificate of Excellence in Financial Reporting for the FY15 CAFR.
- Assisted the finance team with the preparation of the FY16 CAFR.
- Assisted with the continued implementation of employee payroll on line self-service feature for employees.
- Prepared and submitted the Schedule A annual report to the DOR and a final FY16 balance sheet required for the timely certification of the Town's available free cash.
- Maintained and distributed updated financial information related to capital projects including University Station and public safety facilities.
- Assisted the employee safety committee with addressing and promoting safety issues.
- Successfully processed in house vendor 1099s, and coordinated the timely distribution of W2s to all employees.
- Participated in the MIIA Rewards Program which resulted in premium savings.

FY2017 SERVICE PLAN

The Accounting Department is committed in FY2017 to maintaining the integrity of the Town's financial records and accounting systems. The department will assist the financial team with the timely submission of the FY17 CAFR as well as monitor the implementation of the financial policies approved by the Town. The department will continue to assist with the annual audit of Federal grants and collaborative efforts will continue to ensure continued expansion of financial reporting and financial integrity.

Specific Goals

- Maintain the Town's unqualified audit opinion for the FY2017 audit.
- Assist with the successful submission of the FY17 CAFR.
- Assist the independent auditors with the annual audit of Federal grant funds.

Town Accountant *Annual Report*

- Assist the Finance team with maintaining the Town's high credit rating.
- Assist with OPEB review to ensure regulatory compliance.
- Assist with the review and continued implementation of new financial applications.
- Participate in the MIIA Rewards Insurance Program.

The following financial statements for the year ended June 30, 2016 are respectfully submitted to the Town for review. See Appendix A.

Marie O'Leary, *Town Accountant*

Town Treasurer *Annual Report*

Jim Gavin, *Town Treasurer*
Kathy Foley, *Assistant Town Treasurer*
Lee Ann Coté, *Staff Accountant, P.T.*



Jim Gavin, Town Treasurer

In compliance with the provisions of Chapter 41, Section 35 of the Massachusetts General Laws, the Treasurer is pleased to submit this annual statement of the total cash receipts and disbursements for the fiscal year ended June 30, 2016. In addition, a summary of the highlights of the activities and accomplishments for the year is included. Details of cash transactions and debt activity are contained in the annual report of our independent auditor, Powers and Sullivan.

Duties

The Treasurer is responsible for the management and safeguarding of all Town and School funds, the issuance and administration of all debt and the proper disbursement of all funds. In summary the aggregate receipts and disbursements for the fiscal year that began on July 1, 2015 and ended on June 30, 2016 are as follows:

Cash and Investments

General Fund – 07/01/15	\$30,097,696.
Trust Fund – 07/01/15	5,008,134.
Agency Funds – 07/01/15	170,501.
Student Activities and Scholarship Funds	473,695.
Balance 07/01/15	\$35,750,026.
General Fund – 06/30/16	\$37,619,420.
Trust Fund – 06/30/16	8,237,840.
Agency Funds – 06/30/16	46,079.
Student Activities and Scholarship Funds	478,863.
Balance 06/30/16	\$46,382,202.

Town Treasurer *Annual Report*

Cash Management

The total investment income earned for both the General Fund and the Trust Fund was \$175,254 for FY2016. Interest rates averaged 0.17% to June 2016. These banking rates reflect the low interest rate environment. The Town maintains safety of principal and liquidity to meet our disbursement requirements while derivatives and similar high-risk investments were specifically avoided.

Accomplishments

- Issued \$2,890,000 BAN on June 23, 2016 to Century Bank at the interest rate of 0.7%. This issue was for road work and land purchase, and was rolled into a long-term bond on September 1, 2016.
- Issued \$16,645,000 G.O.B on September 1, 2016 to Raymond James & Associates at the interest rate of 2.421%. This issue is for Police Station design and construction, road work and land purchase. The Police station debt was issued for 30 years, the road and land for 10 years.
- Took advantage of the MWRA Local Financial Assistance Program for sewer rehabilitation work. The agreement consists of a \$432,000 grant and a \$234,000 five-year, interest-free loan.
- Maintained Standard & Poor's AAA rating and Moody's Aa1 rating.
- Continued to process claims for unclaimed vendor checks in accordance with MGL 200A.
- Continued to maintain records of town and school receipts and disbursements, investment accounts, trust fund accounts, employees' payroll/retirement deductions, agency fund accounts, student activity bank accounts and the high school scholarship funds.
- Received an unqualified audit opinion from the independent auditing firm of Powers and Sullivan for FY2016.
- Received notice of the award for the Town's 2015 Comprehensive Annual Financial Report (CAFR) from The Government Finance Officers Association.
- Subsequent and new tax title accounts in FY2016 increased by \$100,458. The interest applied to tax title receipts totaled \$40,864. Received total payments of \$96,509. The outstanding tax title balance as of June 30, 2016 was \$498,296.
- Maintained the confidential file of tax deferral property in fiscal year 2016. Tax deferrals increased by \$111,812 during FY2016 for an ending balance of \$490,905 on June 30, 2016. This ending balance reflects net principal/interest payments of \$94,001 in FY2016.

Town Treasurer *Annual Report*

Investment Income Summary

	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>
General Fund Investment Income	25,927	28,388	56,848
Trust Fund Investment Income	11,012	53,829	118,406
Tax Title Outstanding Balance	495,281	453,482	498,296
Tax Deferral Outstanding Balance	429,759	473,094	490,905

Comments

As Westwood continues to grow, the issues facing it become more complex. This has a direct impact on the Treasurer's office. The debt issuance and administration of municipal funds alone require substantially more time and attention. This is critical for proper cash management that can save the Town significant amounts of money. Be assured that the Treasurer's office will continue to meet the challenges that face us and provide the Town with a professional and a successful performance. We would like to express our thanks to all of our fellow constituents whose collective efforts assist this office in meeting its responsibilities.

James J. Gavin, *Town Treasurer*

Kathryn M. Foley, *Assistant Town Treasurer*

Lee Ann Coté, *Staff Accountant, P.T.*

Town Tax Collector Annual Report

I would like to take this opportunity to thank the residents of Westwood for their prompt payments and making the collection of town taxes most successful.

The collection of Motor Vehicle Excise Tax, Real Estate Tax, along with Personal Property Tax, for the fiscal year 2016 represented the following:

Motor Vehicle Excise Tax

- Total collections of \$3,077,414 or a 100% collection rate on the total commitment of \$3,058,701.

Real Estate Tax

- Total collections of \$65,801,460 or a 99% collection rate on the total commitment of \$65,858,268

Personal Property Tax

- Total collections of \$1,628,591 or a 99% collection rate on the total commitment of \$1,622,676.

Ambulance Fees

- Total collections of \$651,951 or an 85% collection rate on the total net billings of \$767,001.

The collection of Town Accounts, i.e., Board of Health, Cemetery Fees, Police Details, Library, School Services, etc. reflected total collections of \$1,263,080.

These collection rates are some of the highest ever in the Town of Westwood and continue to rate as one of the best in the Commonwealth, thanks to you, the Taxpayers.

The Collector's Office has been accepting real estate tax payments online. This allows the Town to receive revenue immediately with no cost to the Taxpayers. We are also accepting municipal lien certificates online. Additionally, we now have the ability to accept outstanding motor vehicle excise tax at our office. We have also expanded the collection process with Invoice Cloud, giving taxpayers the ability to pay real estate taxes, excise taxes, personal property taxes and sewer taxes online. This can also be set up as a recurring payment. It will also enable town residences to view all their accounts, which are updated daily. Additionally, the revenue is deposited into the Town Coffers next business day. We have also enhanced our Deputy Tax Collector services.

Janice Polin, Assistant Town Collector, Louisa Pisano, our Senior Clerk, and I are committed to providing competent, courteous, and professional services to all the residents of Westwood.

Respectfully submitted,

Albert F. Wisialko

Collector of Taxes

Town Clerk’s Report of Vital Statistics, Elections and Town Meetings



Dorothy A. Powers, CMC, CMMC
Town Clerk

Teresa Riordan, Assistant Town Clerk

Vital Statistics 2016

Births	128
Deaths	153
Marriage Intentions Filed	56
Marriages Registered	56
Annual Town Election	April 26, 2016
Annual Town Meeting	May 2, 2016
State Primary	September 8, 2016
State Election	November 8, 2016

See Appendix B for Town Meeting and Election Results

Town Clerk *Annual Report*

Dorothy A. Powers, CMC, CMMC, Town Clerk
Teresa Riordan, Assistant Town Clerk

It is the mission of the office of the Town Clerk to be a primary provider of information and quality services to the community.

Highlights of 2016:

- Prepared for and administered the Presidential Primary held on September 8, 2016, submitting all required reports to the Secretary of the Commonwealth.
- Prepared for and administered early voting at Carby Street Municipal office building from October 24-November 4, 2016.
- The Town Clerk's office was awarded a silver medal for conducting early voting during evening and weekend hours. Westwood ranked 43 out of the communities in the commonwealth on early voter turnout ending the 10 day period with 33.94% of our registered voters taking advantage of early voting.
- Prepared for and administered the State Election held on November 8, 2016, submitting all required reports to the Secretary of the Commonwealth.
- The Town Clerk's office as well as Election staff worked diligently to assist the Town Clerk in administering and facilitating Elections during a very busy Election cycle. Their dedication and commitment to the Election process in Westwood is invaluable and very much appreciated.

The Town Clerk's duties are governed not only Town Bylaws, but County, State and Federal laws as well and are many and varied. Some of the duties fulfilled this year include:

Elections

- Responsible for all local, state and federal Elections including updating the town website with open seats, press release submitted to local newspapers, prepare and certify nomination papers; manage Campaign Finance information for candidates and file reports as applicable by law.
- Election Ballots are made up and printed, testing of voting machines is done, election staff is set up Each voting machine has to be tested notice is given to the public, test tapes are sent to the State election division. Training is conducted before each election for staff. When polls close, tally tapes are sent to Town Clerk and results for each precinct are tallied and put on the town's website. For Federal and State elections the associated press also has to be contacted. Elections have to be certified through the state Central Voter Registration system. Any issues with voters on Election Day such as Inactive voters, unregistered voters, those who have moved have to be resolved as well in the days following the elections.
- Conducts information sessions with residents at Fox Hill Village on upcoming elections, voter registration and absentee voting; works with the Clark House and Bridges at University Station to ensure permanent residents of these facilities are able to register to vote and are provided the opportunity to absentee vote.
- Implemented early voting for the 2016 State/Presidential Election. This was the result

Town Clerk *Annual Report*

of the Election Reform bill which allows early voting for Federal Elections only.

Town Meeting

- Town Meeting is a large responsibility of the Town Clerk, beginning with setting up the logistics with the Board of Selectmen's office, scheduling staff, checkers, runners, and counters; preparing voter check-in lists and assisting the Moderator with declaring a quorum, counting and recording votes on each warrant article. Once TM is adjourned, the voter list is scanned, all Zoning and General Bylaw articles are prepared and a packet is sent to the Attorney General for approval. Once a decision is received it is posted by a constable.
- Implemented electronic Poll pad check-in for Town Meetings.

Vital Records

- Day to day responsibilities for maintaining vital records which include recording, Birth, Death and Marriage records and properly storing and archiving these permanent records.
- Upgraded Animal licensing program which makes it easier for residents to license their dog or dogs by giving them the opportunity to complete registration online, provided they have the proper rabies documentation. This has also been of great assistance to our Police dispatchers and Animal control officer because it is a cloud based system and all information is up to date minute by minute.

Voter Registration

- Voter registration, deletions, party and address changes are done on a daily basis through the States VRIS system and notices are sent to those individuals. To increase our voter registration and keep our list as current and up to date as possible, we send new resident packets to new homeowners with information on the Town and Voter registration cards and Happy Birthday letters to all those turning 18.
- Residents may register to vote, in person, by mail or online.
- Due to the Election Reform bill, 16 & 17 year olds are now allowed to pre- register to vote. Once they turn 18, they will automatically be registered and confirmation will be sent to them.

Census

- Conducts Annual Town Census sent to 6,080 households for 2017. From the completion of the census, the Jury list is made and sent to the Jury Commissioner and the Annual Street listing is compiled and printed.

Charter & Bylaws

- Responsible for maintaining and updated approved Town Bylaws; implemented and maintain database "ECode" giving citizens, town officials, and town employee's quick access to our bylaws.

Keeper of Records

- Acts as Public Records officer, which consists of not only filing, storing, and recording all records in the Town Clerks possession but all town offices. Works with Town

Town Clerk *Annual Report*

Administrator on records management program, updating on an annual basis.

- Was appointed Records Access Officer under the new Public Records Law.

Ethics

- Acts as Ethics Liaison who is responsible for distributing the Ethics summary annually and ensuring that employees, as well as board and committee members are complying with the State requirements by completing the online training every two years.

Open Meeting Law Compliance

- The office files all meeting notices and meeting minutes to complying with the Open meeting law requirements by posting meeting notices on the Town bulletin board and online.

Town Permit Files

- Files and maintains records of all Conservation, Planning and Zoning Board of appeals applications, decisions, and appeals.

Oath of Office / Justice of the Peace

- Issues Oath of Office for all Elected and appointed officials.
- Certified as Justice of the Peace to perform all duties associated.
- Provides notarizations for the public; recently became “commissioners to qualify oaths of office” for those citizens who do not want to go into the State offices to be sworn into duties for commissions such as Justice of the peace or Notary public. Once the oath is given, proof is sent into the Secretary of State office.

Business Records

- Process and filing DBA (Doing Business As) for new and existing business in the community.

Community & Economic Development *Annual Report*

Nora Loughnane – Director of Community & Economic Development

Mission

The Department of Community & Economic Development was established to integrate all of the town's Land Use divisions into a single function group, as a means for fostering responsible economic growth and development while preserving Westwood's unique community character. This Department includes the divisions of Building, Planning, Health, Conservation, Licensing, Historic Preservation, Housing and Zoning. In addition to overseeing these divisions, the Director of Community & Economic Development (DCED) serves as an advocate for the interests of residential and commercial property owners, and strives to project a positive, business-friendly attitude to existing and prospective businesses considering a Westwood expansion, location, or relocation.

Staff Responsibilities

The primary responsibilities of the DCED include:

- Manage, administer, and coordinate all Land Use functions;
- Serve as primary contact for applicants seeking to develop or occupy land for commercial use in Westwood;
- Assist business owners and residents with issues involving commercial properties;
- Identify economic and community development issues, problems and alternatives;
- Research regulatory and non-regulatory solutions for eliminating barriers to successful business operations in Westwood;
- Advocate for sound economic and community development plans;
- Serve as a liaison to various municipal, state and federal organizations and planning agencies;
- Direct and maintain the development of updated databases relating to existing businesses and pertinent business information, including information on all commercial properties;
- Serve as member of the Alcohol Review Committee.

Small Business Assistance

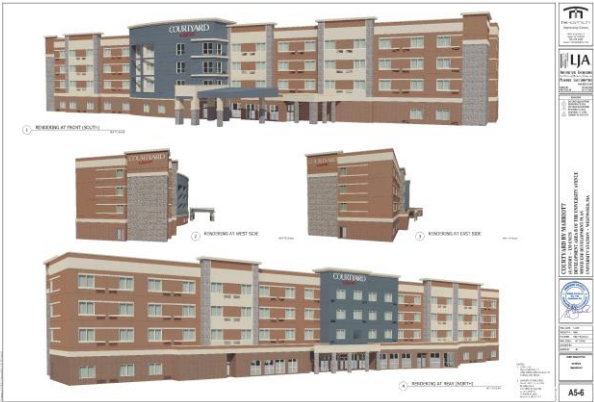
The DCED offers ongoing assistance to current and potential businesses wishing to expand or open in Westwood. Assistance is also offered to property owners who are considering development or expansion of commercial properties.



Prime Westwood Collection Dealerships

Everett/Glacier Area

There has been continued interest in the commercial area known as Everett/Glacier, at the north-west quadrant of Providence Highway (Route 1) and Everett Street. Prime Auto Group completed construction of three high end automobile dealerships at 375-411 Providence Highway in September 2016, and expanded its operations through a lease of 60-90 Glacier Drive. As part of the dealership redevelopment project, stormwater management and landscaping improvements were undertaken to improve conditions for the adjacent Willard Circle neighborhood. Meanwhile, the 6-acre Foster Brick property at 22 Everett Street continues to be marketed for redevelopment as a senior housing and or mixed-use development.



Approved Elevations for Marriott Courtyard Hotel



Rendering of University Station Phase II Development

University Station

In recent years, the economic development efforts of the town have been focused on the approval and implementation of the University Station mixed-use development project. Construction of the first phase of development at University Station is nearing completion, with over 700,000 square feet of stores, restaurants and other service establishments, and 350 residential apartments. A new Del Frisco’s Grill, scheduled for construction in 2017, will complete Phase I. Phase II is now beginning with the construction of a 130-room Marriott Courtyard hotel. Plans for an 80,000 sq.ft. medical office building will then be considered by the Planning Board in 2017. Additional mixed-use development is anticipated over the next 5 years.



Mixed-use Redevelopment at 301-323 Washington Street

Islington Center

A renewed focus has led to positive changes in Islington Center. A mixed-use redevelopment at 301-323 Washington Street is nearing completion, the MBTA is continuing progress on bridge replacement design for the often hit East Street Railroad Bridge, and Westwood Little League is putting finishing touches on its plans for a new refreshment stand and restroom facility at Morrison Park. The Islington Center Task Force continues to meet monthly to study this character-defining area of town, and to offer advice and recommendations to the Planning Board, Board of Selectmen, and Town Meeting voters as they consider various decisions that will shape the future of Islington Center. The Task Force recently recommended the Board of Selectmen's favorable consideration of a public-private partnership for the redevelopment of town-owned and privately held parcels at the northeast and northwest corners of the Washington Street/School Street/East Street intersection. The Selectmen will consider this proposal in 2017, and if it proves to be potentially beneficial to the town, plans will be more fully developed for review by the Planning Board and consideration by a future Town Meeting.



Fire Station 2 – Washington Street



Police Headquarters – High Street

Public Safety Buildings

Following two years of planning by the Public Safety Task Force, the construction of a new Fire Station 2 in Islington Center is underway, and a New Police Headquarters is being built on High Street next to Westwood’s historic Town Hall. Both state-of-the art facilities are expected to open in 2017.

Westwood Farmers Market

The Town of Westwood has hosted a Farmers Market for the past 6 years. In 2016, the Farmers Market operated in the parking lot of St. Margaret Mary’s Church for a third consecutive year. With the valuable assistance of a highly dedicated summer intern, the Farmer’s Market experienced another successful season with the return of several vendors from past years. The Farmers Market will again be open in 2017 on Tuesdays from mid-June thru mid-October, between the hours of 1:00 PM and 6:00 PM, and efforts will continue to attract additional vendors.

Next Years’ Service Plan

Priority efforts in the Department of Community & Economic Development for 2017 will include:

- Proactively support the premise that “Westwood is Open for Business”;
- Coordinate review and encourage appropriate redevelopment activity in Islington Center;
- Monitor ongoing construction associated with the University Station project;
- Encourage and assist in the permitting of future phases of the University Station project;
- Facilitate redevelopment of University Avenue properties beyond the University Station project;
- Facilitate redevelopment of properties within the Route 1 corridor and Everett/Glacier Area;

Community & Economic Development *Annual Report*

- Identify opportunities in the High Street corridor for redevelopment and improvement of commercial properties;
- Evaluate opportunities for rehabilitation and reuse of the Obed Baker house;
- Coordinate with state officials to obtain economic development incentives for potential Westwood businesses;
- Seek out and assist businesses interested in relocating to Westwood, and make recommendations to appropriate boards;
- Work with representatives from surrounding communities on regional coordination of transportation needs, water needs, public safety needs, and any other infrastructure or service issues affecting economic development on a region wide basis;
- Continue to promote redevelopment of the I93/I95 interchange.

Community & Economic Development – Licensing *Annual Report*

Mission

In 2016, under the Director of Community & Economic Development, the Licensing Administrator was responsible for the administrative duties associated with new license applications and annual renewals of existing licenses issued by the Local Licensing Authority, the Board of Selectmen. The following are Classes of Licenses that are issued by the Board of Selectmen: Common Victualler's; Automobile Class I & II; Entertainment; Junk Dealer; Livery; Mobile Food; On-Premise, All Alcoholic Beverages; On-Premise, All Alcoholic Beverages – Club; On-Premise, Wine & Malt Beverages Only, Off-Premise, Wine & Malt Beverages Only – Food Stores

The chief functions of the Licensing Administrator are to:

- Consult with applicants and oversee intake of applications;
- Work with the Alcohol Review Committee to coordinate application reviews and public hearings; make recommendations to the Board of Selectmen, propose amendments to the Rules and Regulations Governing Alcoholic Beverages;
- Oversee the application through the approval process from the Board of Selectmen and the Massachusetts Alcoholic Beverage Control Commission (ABCC);
- Maintain all records, meeting minutes, and documentation related to the alcohol licensing process;
- Represent the Town of Westwood to the ABCC; and
- Formalize the granting of the licenses and process annual renewals.

The following is a list of the *new* licenses issued in the Town of Westwood during 2016:

<i>License Class & Number of each:</i>	<i>Total Revenue Generated:</i>
On-Premise, Wine & Malt Beverages Only(1)	\$2,500
Automobile Dealer Class I (1)	\$100
	Total: \$2,600

The following is a list of the *fees collected for amendments to existing alcohol* licenses during 2016:

<i>License Class & # of Amendments</i>	<i>Total Revenue Generated:</i>
On-Premise, All Alcohol (2)	\$400
Club (1)	\$200
Off-Premise, Wine & Malt Beverages Only	\$200
	Total: \$800

Community & Economic Development – Licensing *Annual Report*

The following is a list of all alcohol license renewals by class, and total revenue generated for 2016:

<i>License Class & Number of each:</i>	<i>Schedule of Fees:</i>	<i>Total Revenue Generated:</i>
On-Premise, All Alcoholic Beverages (6)	\$5,000	\$30,000
All Alcoholic Beverages – Club (1)	\$500	\$500
On-Premise, Wine & Malt Beverages Only (3)	\$2,500	\$7,500
Food Store - Wine & Malt Beverages only (4)	\$2,500	\$10,000
		<i>Total: \$48,000</i>

The following is a list of all other license renewals by class, and total revenue generated for 2016:

<i>License Class & Number of each:</i>	<i>Schedule of Fees:</i>	<i>Total Revenue Generated:</i>
Auto Dealer Class I (4)	\$100	\$400
Auto Dealer Class II (2)	\$50	\$100
Common Victualler (27)	\$50	\$1,350
Entertainment (9)	\$25	\$225
Junk Dealer (3)	\$25	\$75
		<i>Total: \$2,150</i>

The Licensing Administrator/Land Use Specialist also performs other functions within the Community & Economic Development Department and is available Monday through Friday at the Carby Street Municipal Office Building, 50 Carby Street.

Community & Economic Development – Licensing *Annual Report*

The Toast Office restaurant, located at 679 High Street opened in July 2016.



Prime Acura, located at 395 Providence Highway opened in November 2016.



On right: Nancy Hyde, Chairman of the Board of Selectmen, David Rosenberg, President of Prime Motor Group and Nora Loughnane, Director of Community & Economic Development, pictured at the grand opening.

Planning Board *Annual Report*

Christopher A. Pfaff, *Chairman*

Trevor W. Laubenstein, *Vice Chairman*

Steven H. Olanoff, *Secretary*

David L. Atkins, Jr.

Michael L. McCusker

Steven M. Rafsky, *Alternate*

Todd C. Sullivan, *Alternate*

Abigail McCabe, *Town Planner*

Janice Barba, *Land Use Specialist &*

Licensing Administrator

Department Mission

- To provide for conscientious and orderly land use development through Comprehensive Planning, Subdivision Control, Zoning Bylaw and Zoning Map review.
- To develop and implement land use development and growth management regulations consistent with the goals and policies of the Town.
- To protect the natural resources, safety and aesthetic character of the Town through Environmental Impact and Design Review (EIDR)/ also known as site plan review and the issuance of special permits pursuant to the Zoning Bylaw, and scenic road applications.

Land Use Development Review

Over the last few years, the Planning Board has worked with other Town boards and departments, to encourage redevelopment of commercial and industrial areas in Westwood.

In 2016, the Planning Board granted University Station Supplemental Sign Package Approval for Project Specific Signage Alternatives with conditions for Wegmans parking lot signs and cart corral signs, restaurant parking lot signs, Temporary Now Open signs, Code of Conduct Signs and University Station Business signs. Signage was reviewed and approved for the following University Station businesses: Wegmans, Which Wich, Dolabany Jewelers, 18-8 Salon and GameStop.

In 2016, the Planning Board issued the following decisions pursuant to the Subdivision Control Law:

- Reviewed eight and endorsed six Approval Not Required (ANR) plans pursuant to M.G.L. Chapter 41, Section 41P.
- Reviewed two Preliminary Subdivision applications pursuant to M.G.L. Chapter 41, Section 81S, Westwood Estates Preliminary Subdivision (443 Canton Street/Wight Lane and 9 Hedgerow Lane); and a two-lot subdivision, Canton Terrace at 36 and 44 Blue Hill Drive.
- The Board reviewed two Definitive Subdivision applications pursuant to M.G.L. Chapter 41, including the Westwood Estates, a ten-lot subdivision off Canton Street at 9 Hedgerow Lane and Wight Lane also known as 443 Canton Street; and Canton Terrace a two-lot subdivision at 36 & 44 Blue Hill Drive and 124 Canton Terrace.

Planning Board *Annual Report*



Hogan Tire Center, 14 Washington St. & the Girl Scout House, 794 Gay St.

- The Planning Board considered five Environmental and Impact Design Review (EIDR) applications pursuant to Section 7.3 of the Zoning Bylaw for the following projects: parking lot alterations at an accounting office at 20 Southwest Park, modification of a wireless communications facility on the rooftop of 850 High Street, a new building and site improvements for Hogan Tire Center at 14 Washington Street, the relocation of the historic Blue Hart Tavern from 317 Washington Street to its temporary location at 9 School Street, a new convenience store and vehicle service station at 390 Washington Street and two Limited Environmental Impact and Design Review (EIDR) applications pursuant to Section 7.3.3 of the Zoning Bylaw were considered for the new Girl Scout House off of Laura Lane after removal from its former location behind Town Hall on High Street. Another Limited EIDR was approved for parking alterations at the Tobin School at 1054 High Street.



*Blue Hart Tavern - Washington Street
relocated to School Street*

Blue Hart



Tavern

- Twelve (12) Special Permit applications were reviewed and approved by the Board including six (6) special permits under Section 7.1 of the Zoning Bylaw for Earth Material Movement (EMM) and one (1) special permit approved pursuant to Section 9.5 of the Zoning Bylaw for Flexible Multiple Use Overlay District (FMUOD). The FMUOD application is the first in Islington Center for façade and site improvements at 301-315 Washington Street (the Post Office and Islington Pizza building) and the construction of a new three-story mixed-use building with ~4,850 gross square feet of commercial space on the first floor and two floors with a total of twelve (12) residential units at 317 and 323 Washington Street.

Planning Board *Annual Report*



Construction for 323 Washington St as of March 26, 2017 and the rendering approved April 25, 2016



301-315 Washington Street from spring 2016 and after façade work as of March 26, 2017

- The Board received an application for Conformance Determination pursuant to Section 9.7 [University Avenue Mixed Use District (UAMUD)] for Del Frisco’s Grille for a 300-seat restaurant with an outdoor patio at 60 University Avenue.



Del Frisco’s Grille, Approved by Planning Board October 2016

Planning Board *Annual Report*

- Town Planner Abigail McCabe reviewed and approved fourteen Administrative EIDR applications and denied one in 2016. A majority of the Administrative EIDR applications were for new and existing business without exterior work and the remaining ones were for minor changes to existing wireless communication facilities. The one Administrative EIDR application that was denied was submitted to the Planning Board for a full EIDR because the proposed wireless facility exceeded the scope of permissible minor alterations that can be considered as an administratively.
- In cooperation with Westwood's Tree Warden, the Planning Board granted two (2) Scenic Road Approval for the removal of dead or dying trees within the right-of-way on Sandy Valley Road and Canton Street.

Activity	2016	2015	2014	2013	2012	2011
Approval Not Required Plans	7	10	5	5	2	5
Preliminary Subdivision Plans	1	3	0	0	0	0
Definitive Subdivision Plans	3	4	1	2	4	3
Administrative (EIDR) (<i>Established Nov. 2014</i>)	14	11				
Site Plan Review (EIDR) Applications	9	11	14	8	14	10
Special Permit Applications	12	8	7	8	5	6
Scenic Roads Applications	2	4	2	4	2	2
University Station Project Development Reviews and Conformance Project Reviews (<i>Master Plan adopted May 2013</i>)	1	3	4			

Comprehensive Planning

In 2016, the Board continued its comprehensive revision of various Planning Board Rules and Regulations and adopted new regulations for Subdivision Regulations Governing the Subdivision of Land in April 2016 after many years of work.

The Planning Board consists of five elected members with overlapping three-year terms and two associate members Steven Rafsky and Todd Sullivan. The associate members sit on cases where full members are unable or unavailable to participate, or to fill in during Board vacancies. The Planning Board welcomed two new members David L. Atkins Jr. and Michael L. McCusker and said goodbye to two long time dedicated members (Jack Wiggin and Bruce Montgomery) in 2016. The Board typically meets twice a month and held twenty regular meetings in 2016 in addition to attending other related events such as Town Meeting and Finance and Warrant Commission meetings.

Planning Board *Annual Report*



From left to right: Town Planner Abigail McCabe and Planning Board members David L. Atkins Jr., Steven H. Olanoff, Christopher A. Pfaff, Michael L. McCusker, Trevor W. Laubenstein.

Town Meeting

In 2016, the Planning Board continued to dedicate time and effort into the development of zoning amendments to be up-to-date with state and federal laws, preserve the environment and further promote economic development. The Planning Board successfully brought forward seven Zoning Bylaw amendments at Annual Town Meeting. The zoning amendments included: new zoning provisions related to senior housing designed to encourage age-restricted housing development by allowing for density bonuses and adding open space requirements to facilitate development that is compatible with its surroundings; new zoning provisions to allow outdoor seating for commercial establishments; clarifications regarding affordable housing requirements in housing proposals with more than eight (8) dwellings to provide at least 15% affordable units; provisions allowing expedited administrative review of minor changes to existing and/or approved wireless communication facilities; improved mechanisms for shared parking; clarification of project area delineation for FMUOD applications; and various housekeeping amendments.

Collaboration and Outreach

The Planning Board, together with Town Planner Abigail McCabe, supported the Pedestrian and Bike Safety Committee's efforts and proposal for a Complete Streets Policy. The Pedestrian and Bike Safety Committee is an advisory committee that makes recommendations to the Planning Board on matters related to pedestrian safety, walkability, and applications before the Board. In 2015, the Pedestrian Bike Safety Committee drafted a Complete Streets Policy that was adopted by the Board of Selectmen and received Town Meeting approval in November 2015 allowing Westwood to become a certified Complete Streets Community pursuant to M.G.L. Chapter 90, Section 1. Westwood has since received \$400,000 in funding from the Massachusetts Department of Transportation (MassDOT). This money will be used for: 1) sidewalk improvements on the westbound side of Route 109 from Pond Street to Mill Brook Road, 2) bicycle lanes on Blue Hill Drive, and 3) Route 109 and Pond Street intersection improvements near the Sheehan School.

The Islington Task Force was created by the Board of Selectmen in October 2015 and has

Planning Board *Annual Report*

been meeting monthly to consider potential redevelopment opportunities for Islington Center. Planning Board member Trevor Laubenstein serves as the Planning Board representative on the Task Force.

The Planning Department continued to participate in the Land Use Committee, which facilitates improved collaboration and information-sharing among the Town's land use related departments, and provides a forum for applicants to informally present proposed development projects for staff comment and technical review.

The Board continues to utilize the Town's website to include information on pending applications, public hearings, decisions and planning documents such as the Zoning Bylaw, Comprehensive Plan, the Board's Special Permit Granting Authority Rules and Regulations and applications for site plan, special permit and subdivision review. Approved minutes of Planning Board meetings will remain available for download. Planning Staff has worked with the Town's technology department on the creation of a new website that went live in early 2017.

Zoning Board of Appeals *Annual Report*

David W. Krumsiek, Chair
John F. Lally, Clerk
Douglas C. Stebbins

Sarah D. Bouchard, Zoning Agent

David M. Belcher, Associate
Danielle L. Button, Associate
Gregory J. Donovan, Associate
Charles D. Reilly, Associate
Robert J. Rossi, Associate

Mission

The Zoning Board of Appeals was established in accordance with MGL Chapter 40, Section 12 to undertake the timely review and consideration of variance and special permits requests pursuant to various sections of the Westwood Zoning Bylaw and to consider appeals of decisions made relative to the enforcement of the Zoning Bylaw by other boards and municipal staff.

About the ZBA

The Zoning Board of Appeals (ZBA) is comprised of three regular members and five associate members appointed by the Board of Selectmen. The ZBA is supported by a Zoning Agent on town staff. The ZBA meets monthly or more often as needed to review applications for appeals, special permits, variance, or Comprehensive Permits.

Activity

As residents of Westwood continue to pursue renovations, additions and improvements to their homes, the ZBA has responded with a high level of activity.

Hearing Activity	2016	2015	2014	2013	2012
Total Applications to date	37	42	43	29	28
Special Permits requested	33	48	45	27	23
Variances Requested	1	6	4	4	7
Appeals	1	1	1	0	1
Decisions Rendered to date	37	37	35	26	24

The Zoning Board of Appeals is committed to its service to the Town in the coming year. Although its core work is mandated by state law, the ZBA will continue to improve on that commitment by expanding access to town staff and resources, pursuing efficient digital communication via the new town website, and abiding by its long standing practice of reviewing all applications and making thoughtful, informed decisions that both protect the interests of property owners and preserve the Town’s commitment to responsible land use.

Board of Assessors *Annual Report*

Maureen H. Bleday, Chairman
Mark F. Murphy, Clerk
Michael P. Krone, 3rd Member

The Board of Assessors is responsible for the assessment and administration of all local taxes provided for by the General Laws of Massachusetts. The primary function of the Board is to determine the value of all real and personal property located within the Town of Westwood. The Board is required to assess all property at its full and fair market value as of January 1 of each year.

The Assessors Office has had another extremely active and demanding year. The continuing development of University Station brought in a steady flow of standard tasks and procedures to the office. The office continued to update all property records cards, including ownership, building permits and adjustments to valuation as needed. The Department of Revenue again certified values and approved the new tax rate resulting in all Quarterly tax commitments and warrants for the collection of taxes being generated on time.

The office continues to fill all requests from residents, commercial inhabitants, and other Town offices for abutters, mailing labels and motor vehicle exemptions. Personal exemptions and Abatements were reviewed and granted in a timely manner and processed on time.

The Board of Assessors and the office staff of Debbie Robbins (Assessors), Lisa Ciampa (Office Coordination) and MaryAnne Carty (Admin. Assistant) are committed to responding to all inquiries, requests and concerns about assessment, motor vehicle excise, exemption or abatements with a courteous and professional manner.

Permanent Building Commission *Annual Report*

John Cronin, Jr., *Chairman* - 2017

Paul Colantuoni – 2018

Peter Paravalos – 2019

Thomas Erickson – 2017

John Cummings – 2018

Chuck Bean – 2019

Pursuant to Chapter 7, Section 5 of the Town Charter, the Permanent Building Commission shall have charge and direction of the construction and reconstruction of all buildings owned, leased, or occupied by the Town, and shall have the power to make recommendations concerning the design, plans, specifications, and location of other buildings financed, in whole or in part, by other public funds. From time to time the Commission shall consult with the ultimate user of such buildings concerning said design, plans, specifications, and locations of such buildings.

The Permanent Building Commission is currently supervising the completion of the New Islington Fire Station and the new Westwood Police Station.

Respectfully submitted,
John Cronin, Jr., *Chairman*
Permanent Building Commission

County Commissioners *Annual Report*

Co Francis W. O'Brien, Chairman
John M. Gillis
Peter H. Collin

Mission

To the Citizens of Norfolk County:

As your elected Board of County Commissioners, we respectfully submit this annual report, including the County Treasurer's report pursuant to Massachusetts General Laws Chapter 35 section 34, and reports of County departments.

Incorporated in 1793, the County of Norfolk includes twenty-eight cities and towns, mostly located to the South and West of Boston. Norfolk County is known as the County of Presidents because it is the birthplace of four Presidents of the United States: John Adams, John Quincy Adams, John F. Kennedy and George Herbert Walker Bush.

Norfolk County's administrative offices are located at 614 High Street in Dedham. The County Commissioners are assisted by staff under the supervision of an appointed County Director. Principal County departments include the Registry of Deeds, Agricultural High School, Treasurer's Office, Facilities Maintenance Department, County Engineering, RSVP volunteer program, Veterans' Services, and Wollaston Recreational Facility.

County revenues are directly impacted by the real estate and credit markets. In FY 2015, although real estate values were significantly recovered from the recession, the County faced continued fiscal challenges. The County has minimized operating expenditures while seeking to maintain and improve services.

With support from the Massachusetts School Building Authority, major renovations and expansion were completed at Norfolk County Agricultural High School in Walpole.

As in past years, we wish to take this opportunity to thank the County's department heads and employees, as well as elected officials, both state and local, for all their efforts on behalf of Norfolk County and its communities.

As County Commissioners, we are privileged to serve you.

Very truly yours,

Francis W. O'Brien, Chairman

John M. Gillis

Peter H. Collins

Administrative Offices – P.O. Box 310 – 614 High Street – Dedham MA 02027-0310

Telephone: 781- 234-3430 Facsimile: 781-326-6480 E-mail: info@norfolkcounty.org

Norfolk County Registry of Deeds *Annual Report*

William P. O'Donnell, Register

The Registry of Deeds is the principal office for real property records in Norfolk County. The Registry receives and records hundreds of thousands of documents annually. It houses more than 5 million land documents dating back to 1793. The Registry is a primary and indispensable resource for title examiners, mortgage lenders, municipalities, homeowners, title examiners, genealogists and others with a need for land record information.

The Registry operates under the supervision of the elected Register, William P. O'Donnell who has held the position since 2002. In continuous operation for nearly two hundred and twenty-four years, the Registry's mission has remained the same: to maintain and provide for accurate, reliable and accessible land records to all residents and businesses of Norfolk County.

2016 Registry Achievements

- Register William P. O'Donnell and his staff continue their direct outreach to town halls, senior centers, businesses and civic groups across Norfolk County. The Register held office hours at the Westwood Public Library on May 10th.
- The Registry of Deeds recently renovated walk-in Customer Service and Copy Center continues to provide residents and businesses with quality service. This year alone, the Center handled more than 5,000 requests. These included filings of Homesteads, accessing your deed, confirming that documents affecting your property have been duly recorded and help with obtaining a mortgage discharge notice. You can contact the Customer Service and Copy Center at 781-461-6101. Hours of operations are 8:30am to 4:30pm, Monday through Friday.
- In calendar year 2016, we collected more than \$50 million in revenue.
- This year saw a record number of email filers.
- In 2016, we hit a milestone of recording our 34,000 Registry of Deeds book. For the sake of security and redundancy, we record our documents 3 different ways: hard copy, electronically and by microfiche.
- So far this year, more than 11,000 Homesteads applications have been filed at the Registry. The law Chapter 188 (M.G.L.) provides limited protection of one's home against unsecured creditor claims.
- In 2016, the Registry of Deeds unveiled its Transcription Project. The initiative, the first in New England, makes land recorded documents written by scribes of the 18th and 19th centuries in the old cursive hand writing style much easier to read by converting the words into easy to read electronic text.
- The internet library of images, accessible to the public through the Registry of Deeds' online research system at www.norfolkdeeds.org continues to expand. Today all documents dating back to the first ones recorded in 1793 - are available for viewing.
- This year, many technological, office and capital improvements were implemented, including upgrading the cyber security protections of our registry computers, server and network infrastructure. The Registry's website www.norfolkdeeds.org is routinely updating its latest resources such as real estate statistics, answers to frequently asked

Norfolk County Registry of Deeds *Annual Report*

questions, along with detailing the latest consumer programs.

- The Registry of Deeds Consumer Notification Service hit a milestone with its 500th subscriber. This consumer/public safety program, started last year, allows any county resident to opt in to this free notification service and be alerted when any document – fraudulent or otherwise – is recorded against their name. For more information, please see our website at: www.norfolkdeeds.org.
- Register O'Donnell hosted several free computer seminars at the Registry to provide hands-on-training to the public, including trade groups, public officials, real estate professionals, genealogists on how to access land record information using the Registry's new website technology.
- The Registry expanded its community outreach commitment by working with the Veterans Administration of Boston on our 'Suits for Success' program and supporting the newlife Home Refurbishing program to assist those who are in need of household items, including furniture. Our Toys for Tots' Drive has over the years collected 1,500 presents. Our Annual Holiday Food Drive continues to assist in supporting Food Pantry's throughout Norfolk County.
- The Registries of Deeds had several legislative accomplishments in 2016 such as county registries extending their tech fund to year 2020 to offset their hi-tech expenditures and clarifying Freedom of Information Act requests so that registries remain cost efficient and productive.

Westwood Real Estate Activity Report

January 1, 2016 – December 31, 2016

During 2016, Westwood real estate activity saw significant increases in both total sales volume and average sales price.

There was a 5% increase in documents recorded at the Norfolk County Registry of Deeds for Westwood in 2016, resulting in an increase of 166 documents from 3,431 to 3,597.

The total volume of real estate sales in Westwood during 2016 was \$577,048,593, a 116% increase from 2015. The average sale price of homes and commercial property was also up 109% in Westwood. The average sale was \$2,336,229. These figures were impacted by a \$205 million Westwood Station real estate transaction that took place in August.

The number of mortgages recorded (907) on Westwood properties in 2016 was up 6% from the previous year. Total mortgage indebtedness increased 70% to \$1,119,257,277 during the same period.

There were 2 foreclosure deeds filed in Westwood during 2016 compared to 0 foreclosure deed filings in 2015.

Homestead activity decreased 2% in Westwood during 2016 with 292 homesteads filed compared to 298 in 2015.

Finally, our objective at the Registry will always be to maintain, secure, accurate and accessible land records for the residents and businesses of Norfolk County. It is a privilege to serve you.

Norfolk County Registry of Deeds *Annual Report*

Respectfully submitted by,

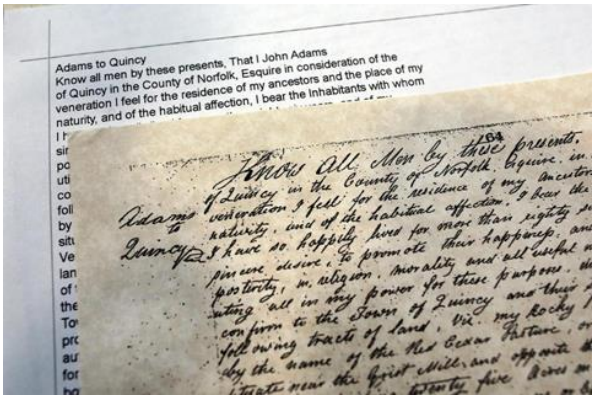


William P. O'Donnell

Norfolk County Register of Deeds



Register O'Donnell speaking at the Needham Council



An example of a handwritten document and its transcribed version.

Westwood Housing Authority *Annual Report*

Officers

Juliet Onderdonk, Chairman/President
David Atkins, Treasurer
Christine Previtera, Clerk
Jane O'Donnell, Administrator

David Atkins
John J. Cummings
Jane Duffy
Frank Jacobs
Christine Previtera
Jennifer Phillips
Juliet Onderdonk

Mission

To meet the requirements of Executive Order 215 of the State of Massachusetts that calls for the provision of affordable rental units in each community of the Commonwealth..

Goals and Responsibilities

To explore various financing alternatives for the development of affordable rental housing units.

To identify alternative sites for the development of affordable rental units.

To develop and manage affordable rental housing owned and operated by the Westwood Housing Authority.

Program/Service Areas

The Housing Authority provides two major program/services. These are:

1. Development of Affordable Family Housing
2. Management of Affordable Family Housing

Current Services/Programs

Development of Affordable Family Housing

Executive Order 215 mandates that all cities and towns in the Commonwealth must provide affordable family rental housing. The Executive Office of Communities and Development has interpreted Executive Order 215 to mandate that Westwood provide twelve affordable rental family units. The Housing Authority is responsible for seeking land, funds and potential developers of affordable rental housing, which will be recognized and potentially funded, by Federal or State grant programs. Since there has not been any funding available at the state level for new construction of rental housing for several years, Westwood has not been able to meet this state mandate.

Management of Affordable Family Housing

The Westwood Housing Authority currently has part-time staff to manage the WAHA rental units. The Housing Authority works with the Dedham Housing Authority for some tenant selection services and a private contractor for maintenance services.

Prior Year Accomplishments

All of the units owned by Westwood Affordable Housing Associates continue to be rented and leased to income qualified tenants. We continue to serve families in our 11 units/7 properties.

Interested applicants are encouraged to apply to the Dedham Housing Authority (DHA) for a Section 8 voucher. We work with DHA to generate a list of income qualified applicants if a vacancy occurs. They give Local Preference status to Westwood applicants as part of their administrative plan.

FY 2016 Service Plan

The Housing Authority intends to continue its work on the acquisition and rehabilitation of existing vacant land or structures as affordable rental family housing; funded partly from proceeds raised from the developers of the affordable housing projects and partly from State/Federal grants.

Continue to seek State planning funds that can be used to conduct site and/or structure analysis in preparation of a HOME or alternative grant application. Special consideration will be given to the rehabilitation of abandoned homes.

Continue to monitor the affordability of Highland Glen and assist residents with maintaining their tenancies.

Continue to work with community groups such as the Interfaith Council to help identify suitable properties for renovation by Habitat for Humanity for affordable home ownership.

Continue to advocate for appropriate linkage fees from affordable housing developers for future affordable family housing development.

Continue to advocate for funding of Capital Projects to keep Westwood Affordable Housing Inc. properties in reasonable and appropriate condition.

Seek to replace Governor's Appointee to Westwood Housing Authority upon completion of term.

Housing Authority Board Members:

David L. Atkins

John J. Cummings

Juliet W. Onderdonk

Christine E. Previtera

Westwood Affordable Housing Associates, Inc. (WAHA) Members:

David L. Atkins

John J. Cummings

Jane Duffy

Frank B. Jacobs

Jane M. O'Donnell (Administrator)

Juliet W. Onderdonk

Jennifer Perkins

Christine E. Previtera

Housing Partnership & Fair Housing Committee *Annual Report*

Housing Partnership:

Christopher A. Pfaff, Chairman
Nancy C. Hyde
Juliet W. Onderdonk
Michael McCusker, Alternate
Michael A. Jaillet, Ex-officio Member
Sarah D. Bouchard, Ex-officio Member

Fair Housing Committee:

Michael A. Jaillet, Fair Housing Officer
Sarah Bouchard, Ex-officio Member

Mission

The Town of Westwood is committed to ensuring that housing opportunities are available to all residents, regardless of race, color, national origin, religion, sex, physical or mental disability, familial status or any other classification protected by applicable federal, state or local law.

Further, the Town is committed to increasing the diversity of housing opportunities within the Town to support housing of choice for residents of any age or income status.

Goals and Responsibilities

Housing Partnership

- To work with the Planning Board to ensure that the Town’s Zoning Bylaws encourage the construction of low or moderate-income housing.
- To continue to encourage housing development that cultivates heterogeneity in Westwood’s population.
- To administer a lottery process for selection of qualified households to purchase affordable houses at Chase Estates and Cedar Hill Estates under the guidelines of the Local Initiative Program.
- To obtain recognition from state authorities for affordable units operated town-wide and ensure inclusion on the state’s Subsidized Housing Inventory

Fair Housing Committee

- To establish an anti- discrimination policy that is actively promoted and institutes a grievance procedure for enforcement.
- To ensure that there is no discrimination in the housing market, and to provide a hearing process in the event of an alleged discrimination occurrence.
- To ensure that the lottery process for affordable housing units under the Local Initiative Program actively solicits applicants from minority populations.

Housing Partnership & Fair Housing Committee *Annual Report*

Prior Year Accomplishments

- The Housing Partnership is pleased to have added units to the Subsidized Housing Inventory at University Station and anticipates successful inclusion of both group home units and new construction in Islington Center
- Members of the Housing Partnership have continued working with community groups and developers to explore ideas for increasing the variety of available housing types in Westwood to better meet the needs of residents of varying ages and economic means.
- The Housing Partnership and Fair Housing Committee increased capacity to meet goals through an increase in staff support. After the hire of Sarah Bouchard in October 2016 as full-time Housing & Zoning Agent, residents enjoy increased access to assistance with housing issues. The resources available to the Housing Partnership through a full time dedicated Housing staff member has also resulted in increased collaboration with the Planning Board, Zoning Board of Appeals, Senior Center, and other areas of mutual benefit within the Town.

FY17 Service Plan

- Improve advocacy efforts for Westwood residents seeking affordable housing through increased partnerships with local subsidizing agencies, maintaining list of local housing opportunities, and providing staff resources for assistance with housing applications
- Continue to work with state officials to ensure continued listing on the state's SHI of all affordable units in Westwood
- Organize informational meetings for potential applicants for any new affordable housing development, and monitor the selection of buyers or tenants in correlation with state and federal guidelines.
- Continue to assist WAHA with the pursuit of vacant or deteriorated properties for rehabilitation as rental housing to be administered by the Westwood Housing Authority.
- Pursue any available state or federal resources for the development of affordable rental housing for handicapped and/or family units.
- Continue to work with other Town boards and committees evaluating proposed housing developments in Westwood. The Housing Partnership Committee remains committed to encouraging new housing developments to provide a percentage of on-site affordable units, or funding for the Westwood Housing Authority's use in the establishment of an equivalent number of off-site affordable units.
- Draft a Housing Production Plan and seek approval from DHCD, which may serve to provide the Town more local control of zoning and housing development.

Communication & Technology Advisory Board *Annual Report*

Mark Hichar
Ayman Mahmoud
David Starmer

Ex Officio Members
Michael A. Jaillet
Donna McClellan

The Communications & Technology Advisory Board (CTAB) was established by Article 31 in the 2003 Annual Town Meeting. This board was established for a five year period with a provision for the Town to renew it again at the end of that period. Article 31 combined the Cable Advisory Board and the Information Systems Advisory Board into a single Communications and Technology Advisory Board. Previously the Cable Advisory Board existed to oversee cable TV programming, monitor customer service issues and represent the town in negotiations with the Cable provider. This work included ensuring that high speed internet access was made available to all residents. The Information Systems Advisory Board provided guidance to the Town to enhance performance and provide better services to the Town. As technology evolved, the oversight of these two Boards overlapped, which prompted the combination into a single board.

The Communications and Technology Advisory Board (CTAB) consists of seven volunteer members appointed by the Board of Selectmen to two-year overlapping terms. The Board has formal meetings, as needed, where it is joined by Donna McClellan, the Town's Director of Information Technology Department, and by Town Administrator, Michael Jaillet. As required, Board members participate in other meetings and activities with employees and officials of the Town government whenever needed to help oversee information systems, broadband and cable access activities in Westwood.

The CTAB also serves to provide advice and guidance to the Information Technology Department, attempting to ensure that efficient use of existing technology is made, that any expenditures are appropriate, and that the overall needs of the Town are being met. In addition, the Board works to ensure that industry accepted standards regarding items such as privacy, security, and reliability are followed.

The following four areas were the focus of the CTAB for 2016:

1. Monitor performance of Cable Providers:

The Board has continued to monitor the progress of build out of the Verizon FIOS infrastructure so that the entire town can benefit from this additional choice in services.

The Board continues to monitor the performance of our existing broadband and cable provider COMCAST and VERIZON with respect to their contractual obligations with the Town. Foremost is customer service. The Board tries, whenever possible, to settle most subscriber complaints. The Board makes sure that those complaints falling within the provisions of the contract are satisfactorily resolved by the cable provider.

The Board successfully worked with the Board of Selectmen and Comcast to negotiate a 10 year franchise renewal agreement, effective January 1, 2011.

2. Support PEG Broadcasting in Westwood

The Board has also worked with the Board of Selectmen and interested residents to provide PEG (public, educational and government) broadcasting for Westwood. A non-profit corporation Westwood Cable Access Television (WesCAT) was formed in 2008 with the mission to promote and enhance community access television content to

Westwood residents via cable and online channels. The board works with and supports the efforts of WesCAT to bring cable broadcasts to Westwood.

3. Pace of Change of Technology

As with all organizations of limited fiscal resources, the issues of coping with the rapid pace of change in technology is a difficult one for the Town of Westwood. The CTAB will continue to determine the most fiscally prudent ways for the Town to stay abreast of appropriate technology.

The CTAB wishes to continue to make itself available as a technological resource to the Town and address Town information technology issues as they arise and evolve. Through this, we hope to continue to see the level of services the Town provides enhanced with the effective use of technology.

Information Technology Department *Annual Report*

Donna McClellan, *Director of Information Technology*

Department Mission

The Information Technology Department supports, maintains and promotes the use of technology resources for all Town offices and departments. The Information Technology Department is responsible for overseeing and coordinating all IT activities including but not limited to the selection, acquisition, implementation, operation and maintenance of all IT resources.

Enabling Legislation

The 1993 Annual Town Meeting revised the Town Bylaws by incorporating a new article, which formally created an Information Technology Department. The article, number 19, was written pursuant to Massachusetts General Laws, Chapter 41 Section 23D. The 2003 Annual Town Meeting approved Article 31, which replaced the original General Bylaws, Article 19. This Article 31 changed the name of the department to the Information Technology Department and merged the Information Systems Advisory Board and the Cable Advisory Board into a single Communications and Technology Advisory Board.

The Information Technology Department is counseled by the Communications and Technology Advisory Board (CTAB) which advises and assists the Director of Information Technology in “all long range planning, capital acquisitions and system selection” and “in the development of Information Technology or telecommunications’ policies and standards”.

Goals and Responsibilities

- Provide coordination, oversight and guidance for all Information Technology functions within the Town.
- To advance the comprehensive uses of information and minimize duplication of data.
- Responsible for the administration and operation of the Town’s Information Technology communications network, computer facilities and associated personal computers and all peripherals.
- Support the Town’s users of information technology with advice, assistance, supervision and training.
- Support and promote the use of Geographic Information Systems technology; ensure that GIS data is accessible and accurate.
- Maintain a strategic plan to stay abreast of emerging technologies and seize cost effective implementation opportunities that are consistent with the long-range plan.

Program/Service Areas

The Information Technology Department provides three (3) major programs/services. These are:

1. Strategic Planning
2. Administration/Operations
3. Hardware & Software Support

Current Services/Programs

Strategic Planning

Given the importance of the information entrusted to or generated by the Town, the pressures to make that information available to the public and to other government jurisdictions, the extremely rapid pace with which Information technologies are developed, implemented and made obsolete and the expense of implementing or committing to a given technology; the function of strategic planning is crucial to the economic operation of the department. Strategic planning involving the selection and acquisition of new technology must be an ongoing, full time endeavor. The Communication and Technology Advisory Board counseling is most crucial to this function.

Administration/Operations

The department is responsible for the planning, service, and support of the Town's wide area (WAN), and local area networks (LAN), and all associated computer hardware and software. Administration includes selection and acquisition of systems, resource scheduling and allocation; promulgation of department policies and procedures; materials purchasing; contract negotiation and administration, maintenance of capital equipment inventory and replacement schedule, special project supervision and budgeting. Operations include: installation, troubleshooting, and maintenance of all computer equipment; integration of user needs and software capabilities; monitoring of network functions and user demands; and security and integrity of all Town information.

Hardware & Software Support

The department supports all users of information technology with advice, assistance, supervision, and training. Implementation of new technology, policies and procedures are also addressed as an element of user support. The department is the first avenue for departments in need of Information Technology resources. Properly qualified resource requirements may then be evaluated for relative merit. Departmental resources can then be provided or resolution achieved by outside forces.

Prior Year Accomplishments

In addition to the responsibilities stated above, the IT department has accomplished the following:

- Managed IT infrastructure which includes 17 servers over 200 PCs and 100 printers. Seventy (70) PCs or laptops were either purchased new or reconfigured from existing inventory for town and school administration users.
- Setup nineteen (19) new network users with computer, peripherals, file storage, email and other required IT resources.
- Expanded cloud backup which was originally configured to backup all file storage to also include application servers.
- Managed web redesign, implementation and launch of new website, which included better navigation; a responsive design to allow mobile use; and a more interactive web presence which allows visitors to receive e-notifications
- Replaced two aging Domain servers which had reached the Server OS end of life with four domain controllers with two physical separate servers and two

Information Technology Department *Annual Report*

virtual servers.

- Replaced two existing servers which were used for virtual application servers with two new servers. Worked with Human Resources Department to support all data needs required as a result of the move to the GIC in July of 2015.
- Prepared the RFP for the e-Permitting solution and worked with Community & Economic Development to review and evaluate bidders; worked with Procurement to review contract terms; worked with land use departments to implement new permitting solution
- Worked with Department of Public Works to support a software change implemented by Dedham Westwood Water District which impacted the Town's sewer billing process.
- Worked with the Department of Public Works to provide GIS and IT support for new street light management program.
- Continued management of the Student Information System (SIS) Database. This work includes maintenance of the centralized student database, including end user support, distribution of all grade reports, and coordination with Department of Elementary and Secondary Education (DESE) digital reporting requirements for both students (SIMS) and all school employees (EPIMS).
- Continued support for the web student and parent portal, increasing information available to both groups, including online course selection for high school students.
- Updated GIS maps and atlases as part of the annual review of parcel changes
- Updated the Official Zoning Map twice during the year to accommodate changes approved at the May Annual Town Meeting.
- Reviewed scanned Building Department plans for accuracy. Identified and changed GIS layers to match plans

FY2018 Service Plan

- Continue the high level of training of users to maximize the software currently available.
- Continue to upgrade hardware and software in a cost-effective manner to keep current with today's technological advances.
- Implement visitor interface for the new website which will provide additional opportunities for citizen interaction, promote and provide electronic access to town services and improve access to public information.
- Advance the Town's LANs and WAN with new technology resources while monitoring the I-NET as more resources share this infrastructure.
- Increase the accessibility, magnitude, and accuracy of data available on the GIS, including the installation of a new GIS server. .
- Launch the new Land Use Permitting/Licensing solution for the Building Division and expand the permitting/Licensing solution to all other land use departments and divisions.
- Implement a document management solution.
- Continue to expand online services to residents and businesses
- Implement additional remote services security

Donna McClellan,

Regional Councils and Boards *Annual Report*

Metropolitan Area Planning Council
Three Rivers Interlocal Council
Metropolitan Planning Organization

Regional Transportation Advisory Council
MBTA Advisory Board

Metropolitan Area Planning Council

MAPC is the regional planning agency serving the 101 cities and towns in the Greater Boston region. With a mission to promote smart growth and regional collaboration, MAPC is guided by its regional plan, "MetroFuture: Making a Greater Boston Region."

MAPC is further guided by its five-year [Strategic Plan](#) that clarifies the agency's priorities and details how MAPC will approach its work. The agency will use the plan in 2017 to work toward sound municipal management, sustainable land use, protection of natural resources, efficient and affordable transportation, a diverse housing stock, public safety, economic development, clean energy, healthy communities, an informed public, and equity and opportunity among people of all backgrounds.

In 2016, MAPC held a forum on **driverless cars**, and plans more educational and policy-oriented programs so the region can adapt and plan for this new frontier. The agency commissioned a special report to evaluate Massachusetts's existing **value capture** tools and to identify opportunities to fund transit, transit-oriented development (TOD), and other transportation infrastructure. MAPC continues to develop new **bicycle and pedestrian plans** in regional communities, following-up locally to ensure the recommendations are considered and implemented. MAPC placed special emphasis on assisting cities and towns in adopting and implementing **Complete Streets and right-sized parking**.

More information about MAPC's services and activities is available at www.mapc.org. To view MAPC's full annual report, visit [MAPC 2016 Annual Report](#).

Planning Board members Steve Olanoff and Dave Atkins represented the Town at MAPC meetings. Olanoff also serves on the MAPC Legislative Committee.

Three Rivers Interlocal Council

TRIC is one of the eight subregions of MAPC and it meets monthly on issues such as planning, community development, and transportation that are of mutual interest to its members. The thirteen municipalities comprising TRIC are Canton, Dedham, Dover, Foxborough, Medfield, Milton, Needham, Norwood, Randolph, Sharon, Stoughton, Walpole, and Westwood.

An important function of TRIC is presenting local and regional transportation priorities to the MPO (described below). The highest priority project from TRIC has always been the reconstruction of the I-95/I-93/University Avenue/Dedham Street Interchange. The project is being built in stages with the first phase being the reconfigured Blue Hill Drive off-ramp bringing traffic to University Station from the north. MassDOT has awarded the contract for the next phase of the project which is to reconstruct the Dedham Street corridor. Work will begin this construction season providing a new off-ramp and the widening of three bridges which will bring traffic from the south to University Station. Funding must still be found for the rebuilding of the main ramps of the interchange.

Planning Board members Mike McCusker and Steve Olanoff represent the Town at TRIC meetings and events.

Regional Councils and Boards *Annual Report*

Metropolitan Planning Organization

The Boston Region Metropolitan Planning Organization (MPO) is responsible for conducting the federally required transportation planning process for the Greater Boston region. The MPO creates a vision for the region and allocates federal and state transportation funds to studies, programs, and projects – roadway, transit, bicycle, and pedestrian – in support of that vision. The MPO develops the Long Range Transportation Plan, Unified Planning Work Program, and Transportation Improvement Program (TIP).

Steve Olanoff is an alternate member of the MPO from the TRIC subregion.

Regional Transportation Advisory Council

The Town of Westwood is also a member of the Regional Transportation Advisory Council. The Advisory Council meets monthly and provides the MPO with public input from its 101 municipalities, state and local agencies, and independent advocacy organizations. The Advisory Council is a full-voting member of the MPO where it participates in all MPO activities, deliberations, and decisions. It formally comments on all MPO plans and programs, and has in more recent years emphasized the importance of freight activity and distribution in our regional transportation system. This past year's activities included a field trip to the MBTA Commuter Rail maintenance facility in Somerville.

Planning Board members Trevor Laubenstein and Steve Olanoff represented the Town on the Advisory Council during the past year.

MBTA Advisory Board

The MBTA Advisory Board represents 175 municipalities served by the Massachusetts Bay Transportation Authority. It provides public oversight of the MBTA as well as technical assistance and information on behalf of the member communities and the transit riding public. It advises the MBTA on both its operating and capital budgets.

Transportation financing, the fairness of fare increases and threatened cutbacks in service, as well as reform of the system by the Fiscal and Management Control Board, and proposals and methods to achieve more reliable performance continue to be key concerns of the Advisory Board.

Locally, the maintenance issues at the Route 128 Railroad Station with the escalators and elevators have mostly been resolved in the Amtrak station itself, but problems and lack of regular maintenance in the MBTA garage are still not being addressed. Town officials will continue to work with the MBTA to eliminate these problems.

Steve Olanoff and Dave Atkins served as Westwood's designees to the MBTA Advisory Board during the past year.

Submitted by
Steven H. Olanoff
Planning Board

Public Safety

Westwood Police Department *Annual Report*

Jeffrey P. Silva, *Chief of Police*

Mission

The mission of the Westwood Police Department is to enforce the law and to protect life and property by engaging in proactive problem solving partnerships with our community to reduce crime, the fear of crime and social disorder to promote a better quality of life for all.

Personnel

The Westwood Police Department is comprised of 31 sworn police officers, 7 full-time and 3 part-time public safety dispatchers, 1 full-time animal control officer, 1 part-time animal control officer, two administrative clerks and 13 crossing guards. The duties and responsibilities of each member encompass many different areas.

Rank/Position	Authorized Strength	Actual Strength
Police Chief	1	1
Lieutenants	2	2
Patrol Sergeants	5	5
Traffic Safety Sergeant	1	1
Detectives	2	2
Court Prosecutor	1	1
School Resource Officers	1	1
Patrol Officers	18	18
Dispatch Personnel	7 full-time, 3 part-time	7 full-time, 3 part-time
Clerical Staff	2	2
Animal Control and Building Maintenance	1 full-time 1 part-time	1 full-time 1 part-time
Crossing Guards	13 part-time	13 part-time

In 2016, the police department was able to complete narcotics detection training for our newly created K9 position and was able to enhance service with a recently created detective and patrol sergeant. These were important first steps to begin to address to the significant increase in demand for service caused by overall growth, traffic and expansion related to University Station.

The Police Department continued its commitment to service with the assignment of a Senior Citizen Liaison Officer, Sergeant John Saleda, and again hosted several dozens of our senior residents at our holiday luncheon. This effort is made possible by the Westwood Police Association generally and specifically the officers who **volunteered** their time to come out on this special day and symbolically demonstrate the commitment to service that our officers have for this community. We have also continued to strengthen our regional partnerships through agreements in Norfolk, Middlesex and parts of Bristol County and its participation in MetroLEC (Metropolitan Boston Law Enforcement Council). The Police Department provides police officers with various areas of expertise to the regional law enforcement group and those officers receive not only advanced training that benefits the town, but also the ability to utilize the regional group in times of need whether those needs may include SWAT, cyber-crime or search and rescue efforts.

Westwood Police Department *Annual Report*

Enhanced Services and Training

The Police Department now has a fully trained K9 team comprised of Officer Sean Pillai and his partner “Duke” and have already seen the benefits of Westwood’s first-ever Police K9. In 2016, our K9 Team became certified in narcotics detection and our ability to use a specially trained police K9 allows the Police Department to service the town in ways that had previously not been capable. Ofc Pillai and Duke were called on in town and by our neighbors on numerous occasions to assist searching for lost children or confused residents, community policing events in our town’s schools along with building searches, apprehension and article tracking. Officer Sean Pillai and his K9 partner are on patrol to assist and enhance our public safety efforts as well as our community interaction in the school and recreational programs.



K9 Officer Sean Pillai & his partner Duke



Chief Silva wearing the “protective suit” for the K9 demonstration at Westwood Day

The Police Department has continued to grow its **Community Crisis Intervention Team (CCIT)** as well. This group has expanded by partnering with town officials, local and state mental health practitioners, clinicians and service providers and meets regularly to discuss best practices for invention, treatment and handling of sensitive mental health related issues. Whether these issues are a long term condition or present acutely due to drug use and addiction issues, the CCIT has already helped many of our residents. This team employs specially trained Westwood Police Officers to provide these services and who work to train all of our officers internally to maximize the efficiency of our service in a way that is humane, forward-thinking and most productive for those residents and visitors we serve who may be suffering from sort of mental health and/or addiction issue. This paradigm shift in the way we police represents another first for our department in addressing long existing and overlooked problems with new tactics, collaborations and commitment.

Professional training of all personnel is a vital necessity in the law enforcement profession, and is a paramount interest to the Administrative Division of the Department. To keep up with the yearly changes in the law, court decisions, policies and procedures, and law enforcement initiatives, the Department conducts its own 40-hour-in-service training program. In addition to outside subject matter experts, such as the professionals and clinicians from the Westwood Lodge, the Police Department partnered facilitate specialized training in-house for the first time addressing mental health issues, to complement our medical training such as CPR/AED recertification, firearms requalification and defensive tactics training.

The Department regularly reviews the annual 40-hour training program to ensure that all officers receive the necessary ‘tools’ to do their job safely and effectively. It is the goal of the department to provide as much “in-house” training as possible. This allows us to tailor the curriculum to the needs of the community and the personnel who serve it.

Investigations

The Department’s detectives, assisted by our detective assigned as the Court Prosecutor, conducted follow-up investigations on cases initiated by patrol officers. The manner in which cases are handled by our investigators vary from case to case, but they consistently require significant investments of time requiring extensive allocation of personnel hours and investigative resources. The caseload is also impacted by self-initiated investigations which can include drug investigations, fraudulent activity, and quality of life issues. Detectives Derrick Stokes, Don Murphy assisted by our Court Prosecutor, Detective Paul Toland, conducted hundreds of investigations resulting in the arrests, prosecutions and convictions of numerous criminals, the seizure of illegal narcotics and the return of thousands of dollars in property to victims.

As the techniques and tactics used by those individuals who seek to victimize our residents, businesses and merchants evolve, so too must the Police Department evolve to keep Westwood the safe and cohesive community that we call home. Whether it is surveillance, undercover or painstakingly methodical follow-up, our detectives continue to distinguish themselves as highly competent, truly committed and unrivaled in their professionalism to serve the Town.



Illegal narcotics and cash proceeds taken off suspected narcotics dealers

Traffic Enforcement

The volume of traffic and the speed at which it travels continues to be a shared concern of many residents. Selective enforcement is a strategy employed by the Department to target traffic violations at specific times and locations, often based on resident complaints, and continue to be a priority of the Patrol Division. With assistance from some new records management tools and traffic control devices, our traffic enforcement efforts and assignments can be more efficiently and effectively implemented. The Department has 1 traffic enforcement speed trailer and 1 portable traffic message board that are often deployed along major travel routes to advise motorists of the speed at which they are traveling in an effort to boost voluntary compliance with speed limits. Although speed enforcement may be the most obvious means of dealing with speeding violations and other traffic safety issues in making the roads of Westwood safe, we place significant value in driver education which we conduct on a daily basis through varied officer interactions.



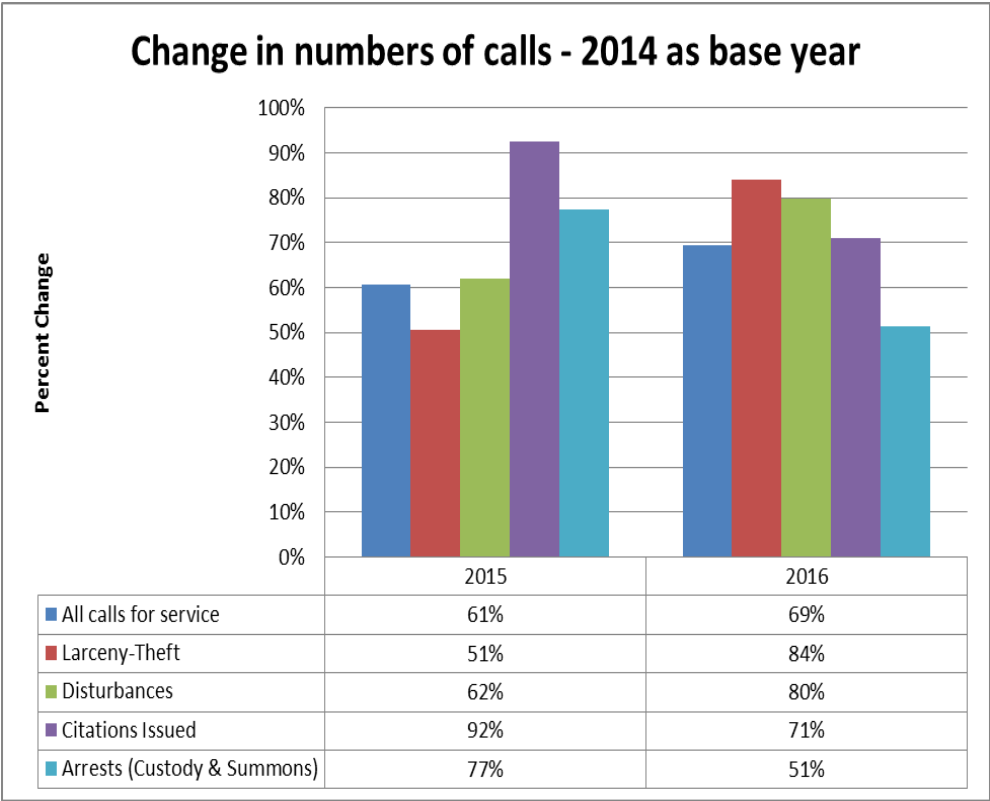
Chief Jeffrey Silva (left) and Sergeant Paul Sicard (right) talking to students at Xaverian Brothers about the dangers of Distracted Driving and Destructive Decisions

Calls for Service & Crime Statistics

	2012	2013	2014	2015	2016
Dispatch					
911 Calls	3735	3843	4023	4584	4184
All calls for service	15092	16669	17669	28404	29938
Police Dispatches	14089	15819	16934	27620	29493
Fire/EMS Dispatches	2888	2950	2754	3053	3277
Crimes					
Murder	0	0	0	0	0
Rape	6	3	4	4	4
Robbery	2	4	2	1	4
Arson	0	0	1	0	0
Aggravated Assault	12	10	12	4	15
Burglary & Attempts	52	17	27	25	12
Larceny-Theft	85	86	87	131	160
Motor Vehicle Theft	6	7	8	3	1
Theft from Motor Vehicle	39	21	10	14	17
Alarms	770	949	755	975	860
Accidental 911 Calls	530	519	499	560	564
Westwood Lodge Hosp 911	14	15	2	7	6
Missing Persons	17	9	13	13	14
Disturbances	302	255	216	350	388
Police Activity					
Total citation violations	2035	2183	2118	4324	3869
Citations issued	1666	1729	1694	3259	2895
OUI Liquor/Drug arrests	24	32	38	34	29
Arrests	297	340	312	553	472
Crashes covered	417	513	454	584	528
Persons injured in crashes	78	78	92	98	110
Fatal injuries in a crash	1	1	1	0	0

Service Challenges

As University Station continues to thrive, there are many exciting opportunities for the Town. While this growth has brought has some significant and very positive financial growth possibilities that have enabled the town to do enhance services and improvement infrastructure, like the construction is an appropriately sized and modernized police facility. A challenge caused by the growth is the increased service demand of the project and the significant effect on calls for service, response time and uncommitted patrol time it has caused. The challenge strains our continuous efforts to engage in the community policing initiatives that are critical for maintaining the safe and engaging atmosphere that our community has come to expect and we feel it absolutely deserves. With our facility infrastructure approaching near completion, the Police Department will continue discussions about necessary staffing levels to address corresponding service levels.



Overview of Impact to Police Service Caused by University Station

Westwood Police Department *Annual Report*

Grants

The police department was successful in the Governor’s Highway Safety grant for the “Click it or Ticket” campaign as well as Operating Under the Influence enforcement.

Funding Source	Amount	Purpose
Governors Highway Safety	\$ 3000.00	Traffic Enforcement Campaigns
E-911	\$39,100.00	Training & Technology

Goals and Accomplishments

The Police Department made several exciting accomplishments with many more planned for the year head including:

- Continuation of a police bicycle patrol unit utilized at Westwood Day, community events and in special applications such as University Station
- Began to fill hiring vacancies to match staff size to service demands
- Continuation of the use of hybrid police administrative vehicles for significantly enhanced fuel economy with and a drastically reduced carbon footprint
- Acquisition of All Wheel Drive 6-cylinder police vehicles achieving almost 30% improved fuel economy over their 8-cylinder predecessors with dramatically enhanced serviceability to respond to citizen needs during inclement weather
- Full implementation of a K9 program to enhance police service
- Continuation of advanced mental health training as part of all officers annual in-service training curriculum as well as newly formed Community Crisis Intervention Team
- Replaced outdated and inefficient traffic safety devices with more functional but less expensive equipment
- Enhanced community involvement between our police department and our senior residents with Senior Citizen Liaison Officer as well as our school-aged children through our “in-residence” School Resource Officer with an office at the high school
- Continue revision of policies and practices to ensure compliance with all state and federal laws consistent with the best practices of the law enforcement industry
- Manage construction project for the town’s new Police Headquarters facility

Westwood Police Department *Annual Report*

Enhanced Community Service



Officers Maryellen Smith (left) and Kathryn McCarron (right) at the Council on Aging



Westwood Police Officers marching in the Memorial Day Parade



Officer Brian Kamp (left) and Officer Bill Sheehan (right) showing one of our elementary school students use the radar gun and interacting with students at the Hanlon School Extended Day Program (right)

Westwood Police Department *Annual Report*

The Westwood Board of Selectmen, all of our town departments, our Finance Committee, town boards, and especially you – our residents – have always been supportive of your Police Department’s needs to keep this community safe. “*Committed To Service*” is not just the slogan on our town’s police cars, it is the philosophy that drives everything we do.

The Town has and continues to undergo changes that require your police department to change with the times so that our best efforts meet industry best practices to police this community in a manner consistent with the level of service you, our residents, expect with the professionalism and progressiveness that I, as you police chief, demand. Your support goes neither unnoticed nor unappreciated and we look forward to serving you in the years ahead so that together we can overcome the challenges that individually would not be possible.



In service to our community, I remain,

Respectfully yours,

Jeffrey P. Silva
Chief of Police

Parking Clerk *Annual Report*

Michael Jaillet, Parking Clerk

Mission

Parking enforcement is a necessary activity in order to maintain safe passage along the streets and parking lots, as well as provide sufficient access for those where there have been special parking provisions made. In most instances, the parking enforcement in Westwood centered around four main parking issues. The first involves emergency parking hours, the overnight parking ban that takes effect each year on December 1st between the hours of 2:00a.m. until 6:00a.m. for a period longer than two hours. That parking ban remains in force until April 30th. The principal reason for the parking ban is to keep the streets open in the event there a winter storm so the streets can be plowed. The second evolves around improper parking in designated handicap parking spaces. The enforcement of these parking regulations ensures that parking spaces that have such designations remain open for those who have the proper permit. Third, vehicles parking in designated public safety or fire lanes. Quite often this involves access to public buildings, such as the schools and other public buildings.

With respect to the overnight parking ban, which is in place over the winter months, the police department will normally issue warnings for the first month to remind residents of the parking ban. The department also makes arrangements with the two local newspapers to run advertisements reminding residents of the parking ban.

Under the newly revised Town Charter, the Town Administrator, as the Emergency Management Director, has the ability to enforce a Snow and Ice Emergency Parking Ban which would require all vehicles to be cleared off the roads during the event of an emergency. This Snow and Ice Parking Ban will be advertised through the Town's Connect CTY and published on the Town's website for the duration of the emergency.

2016 Report

In 2016, the Town of Westwood issued 274 parking tickets, which equaled fines totaling \$5,185.00, including penalties incurred. The police department is charged with the responsibility of issuing parking tickets for the purpose maintaining and enforcing public safety in the Town. A late notice is generated for parking tickets that have not been resolved within 21 days of the violation. In those cases where the parking tickets are considered overdue, there is an additional fine that is assessed if the parking goes unanswered. If the overdue notices are not answered, the next step is to refer those parking tickets to the Registry of Motor Vehicles where the registrations of the vehicles are flagged. Once the registration of a vehicle has been flagged with an unresolved parking ticket, the registered owner of the vehicle will not be able to register the vehicle at the time when the registration expires until the outstanding parking ticket(s) has been paid.

Breakdown of Parking Tickets by Type	
Type of Parking Ticket	# Tickets
Handicap Parking Violations	82
Blocking Handicapped Ramp	2
Parking in Public Safety / Fire Lanes	4
Restricted Place or Prohibited Area	4
Obstructed Driveway	-
Obstructed Crosswalk	-
Obstructed Sidewalk	-
Within 20 Ft. of an Intersection	2 ¹
Within 10 Feet of Fire Hydrant	1
Wrong Direction	-
Over 1 Ft. from Curb	-
Obstructing Snow Removal	-
Overtime Parking	-
All Night Parking	179
Other	-
Column Total:	274

There is a process in place for those who wish to contest a parking ticket they may have received. For those who feel they have just cause to protest a parking ticket, they must request a hearing in writing, to the office of the Parking Clerk at the Town Hall. Upon receiving the request, a written justification for voiding the parking ticket is requested of the applicant and a written justification for issuing the parking ticket is requested of the issuing officer and a decision is rendered. If this process does not result in a satisfactory outcome, an appointment for a hearing will be scheduled.

¹ Warnings only, no fines assessed

Pedestrian and Bicycle Safety Committee *Annual Report*

Michael Kraft, Chair
Steven Olanoff, Vice Chair
Bob Rich, Secretary
Enkelejda Klosi
Virginia Lester
George Lester
Rory Laughna
Tom Prior
Stephen Botelho
Jim McLaughlin

Ex Officio Members
Todd Korchin, DPW Director
Abigail McCabe, Town Planner
Sgt. Paul Sicard, Westwood Police
Michael Jaillet, Town Administrator

Mission

The Pedestrian and Bicycle Safety Committee was created by the Board of Selectmen in 2009 to help make Westwood a more pedestrian and bicycle friendly community by engaging residents and Town departments in a sustainable and ongoing process of identifying needs, designing solutions and implementing improvements.

About the Committee

The committee is comprised of Westwood residents and representatives from the Westwood Planning Department, Department of Public Works (DPW), Police Department and Town Administration. The committee provides a forum for residents concerned about traffic, pedestrian and bike safety issues to discuss their concerns directly with Town officials empowered to take action. The committee is a sub-committee of the Westwood Planning Board and regularly meets on the fourth Thursday of the month at 50 Carby Street. Residents are encouraged to attend and participate in meetings.

Since its inception, the Committee has been researching ideas on how to encourage walking and biking by consulting with neighboring towns, hearing presentations from local agencies and our own Department of Public Works, and by seeking input from Westwood residents.

More information about the committee, including meeting minutes and email list signup can be found on the Westwood town website under PUBLIC SAFETY:

http://westwood-prod.civica.granicusops.com/gov/boardcomm/active_boards_committees_n_commissions/bikecomm/default.htm

2016 Work

The following is a summary of projects in which the Committee was involved:

- Complete Streets emphasizes roadways that are safe, comfortable and accessible for everyone. The policy was drafted by this committee, adopted by the Board of Selectmen and approved at Fall Town Meeting. The Westwood Complete Streets policy received a very high rating from the Mass Department of Transportation (MassDOT) and as a result, Westwood received \$400,000 in Complete Streets funding from the State. This money will be used for: 1) sidewalk improvements on the westbound side of Route 109 from Pond Street to Mill Brook Road, 2) bicycle lanes on Blue Hill Drive, and 3) Route 109 and Pond Street intersection improvements near the Sheehan School.
- There was a meeting in November at the Downey School to discuss safety improvements of the East Street Bridge. There was a presentation by the MBTA on

the MassDOT 30% design. The current plan calls for the construction of the bridge to start in the summer of 2018. The height of the bridge will be increased from 10.6 feet to 13.5 feet tall and there will be 5.5 foot wide sidewalks installed on both sides of the road. Current truck restrictions will remain.

- The committee reviewed several proposed plans for the redevelopment project in downtown Islington and discussed issues related to pedestrian circulation, outdoor seating, sidewalk access and walkability.
- Westwood has taken over ownership from the State of Blue Hill Drive from Lea Road to the cul-de-sac near University Avenue. We will have the DPW install bicycle lanes on both sides of this road.
- The new Police Station will include bicycle racks and a dual trash/recycling receptacle.
- Article 18 on the Fall Town Warrant was approved, which authorized the sum of \$90,000 to pay for sidewalk surveys on Gay Street, High Street and other locations.
- Traffic calming measures were installed in the Canton, Forbes, Everett Street neighborhoods. There was a resident meeting in November to review data on the effectiveness of the traffic calming measures and to solicit feedback on next steps. The results indicated that traffic conditions have improved in that area and that no additional traffic calming measures are needed at this time.
- A double yellow line was installed on Gloucester Road to discourage drivers from crossing into oncoming traffic when turning left from Hartford Street.
- Two signage issues at University Station were resolved. The Town placed a “Right Turn on Red After Stop” sign at the traffic light at Blue Hill Drive and University Avenue and removed the Blue Hill Drive sign that led drivers directly on to Route 95.
- The Town is seeing more neighbors erecting fences and tall shrubs in front of their properties at intersections, which is becoming problematic for pedestrian, bikes and driver visibility. The Planning Board will submit a zoning article for the 2017 Spring Town Meeting that, if approved, will change the existing Zoning Bylaw to address fences and bushes on existing roads so they do not impede pedestrian, cyclist and automobile visibility.
- Thanks to a generous donation of bike helmets from the law firm of Breakstone, White & Gluck, committee members distributed 112 free bike helmets to children at Westwood Day as well as flyers from the Pedestrian and Bicycle Safety Committee, Mass Bike, Bikes Not Bombs and Hale Reservation. The committee also recruited 19 additional residents who expressed an interest in volunteering.
- The committee supported the creation of a new sidewalk enhancement fund. If the applicant for a new subdivision asks the Planning Board for a waiver from installing sidewalks on both sides of a new street, then the Planning Board can waive the sidewalk on one side of the street if the applicant contributes the equivalent amount of money for the waived sidewalk to a Town sidewalk fund. This led to a discussion about the possibility of expanding the sidewalk fund to become a multi-use sidewalk and trails fund, so that money can be used not only for sidewalks but also for maintenance of existing trails, making new trails and protecting town conservation land. The committee is discussing the role that the committee can play in supporting more walking, running, hiking and bicycling in town. A subcommittee was formed to explore this topic.

2017 Plans

The committee is planning to consolidate the sidewalk prioritization list. We will continue to monitor several projects discussed in 2016 including: 1) the possibility of adding a sidewalk on Nahatan Street from Clapboardtree Street to the Norwood line, 2) adding the Bicycle Parking Design Guidelines to the town website, 3) making recommendations on the Central Transportation Planning Staff (CTPS) traffic study of the Nahatan Street/High Street and the Pond Street/High Street intersections, and 4) monitoring requests for additional speed humps from residents. We will also work closely with the DPW to review results of the sidewalk survey studies for Gay Street and High Street. The committee will monitor paving projects in town and advocate for marking streets with bicycle shared lane markings known as “sharrows” wherever possible. We will also look to encourage more signage for bicycling. The committee will participate in the planning board process by reviewing permit applications when there are potential issues or opportunities for improving pedestrian and bike safety. We are planning to distribute free bike helmets again at Westwood Day. We will continue to monitor ongoing improvements in town and gather input from residents on how to improve safety and encourage more Westwood residents to walk, run, hike and bike.

Seeking New Members

The Committee discussed ways to be an effective outlet such as utilizing the Facebook page, Westwood connection, and the Westwood Bulletin board, and tried to brainstorm other ways to spread information about the Committee.

We are actively seeking new members to join the committee and welcome anyone interested in improving walking and biking safety in Westwood to attend any of our meetings. The Board of Selectmen typically makes appointments after the Spring Town Meeting as some of our current member's appointments expire. We would especially like to encourage residents active in our schools or senior communities to participate.

Please consider applying for appointment to the committee if you:

- can commit to attending monthly meetings
- are willing to review planned developments in town that impact biking and walking
- would like to stay up-to-date on the status of work being done by our town departments such as DPW and police
- would like to help promote more walking, hiking, running and biking in Westwood.

Our meetings typically last for 90 minutes and involve updates from Town departments, discussion of resident concerns, and discussion of items that may be in the process of review by the Planning Board. We are an advisory committee and make recommendations related to pedestrian safety, but our meetings have allowed us to develop: 1) a good working relationship with Town departments, 2) knowledge of the issues involved in addressing safety issues, and 3) a forum for bringing issues to the attention of departments that can make a difference.

If you have questions, please contact Abby McCabe, Town Planner by email at amccabe@townhall.westwood.ma.us.

Fire Department *Annual Report*



Westwood companies operating at a multi-alarm industrial fire in Norwood. (Photo courtesy of Officer Andrew Jurewich, Norwood Police Dept.).

Department Mission

- To protect life and property from fire through prevention, education and suppression.
- To protect life from medical emergencies and traumatic injuries.
- To protect life, property and the environment from hazardous materials and other man made or natural disasters.
- To enforce fire safety laws and regulations.

Staffing

38 Uniformed Personnel

- 1 Chief
- 1 Deputy
- 4 Captains
- 4 Lieutenants
- 28 Firefighters

2 Civilian Employees

- 1 Office Manager
- 1 Part-time Apparatus Specialist

Fire Department *Annual Report*

Programs/Service Areas Provided:

Fire Suppression/Emergency Operations

ALS Ambulance Services/EMS

Hazardous Materials Incident Response

Specialized Search and Rescue Services

Fire Prevention/Code Enforcement Inspection Services

Training

Fire Investigation

Public Education/S.A.F.E. (Student Awareness of Fire Education & Senior Fire SAFE)
Grant Program

Emergency Planning

Administration

Municipal Fire Alarm Construction and Maintenance

2016 Statistics:

Fires:

Structures	104
Vehicles	17
Brush/Grass	47
Other Fires	15

Ems/Rescue Service:

Ambulance	1809
Lock In/Out	56
Vehicle Accidents	233
Bomb Scares	1
Technical Rescues	4
Search For Missing Persons	3

Hazardous Conditions 31

Service Calls 190

Assist Police Dept. 9

Mutual Aid/Line Coverage 32

Good Intent Calls 69

Smoke Investigations 36

Fire Department *Annual Report*

Electrical Emergencies	164
Hazardous Materials Incidents	40
False Alarms	10
Alarm System Malfunctions	215
Unintentional Alarms	184
Carbon Monoxide Investigations	<u>56</u>
Total Emergency Responses	3325

Open Burning Permits	218
Inspections & Permits	1569

*Due to a change in the fire code, effective 1/1/15 the Fire Department no longer issues permits for residential construction when reviewing plans. This results in a lower statistical number and associated revenue although the work required involving code review and inspections still exists.

Revenues Generated For 2016:

Ambulance Service	\$714,221.10
Smoke Detectors	\$15,280.00
Permit Fees	\$7,895.00
Fire Alarm Fees	\$8150.00
Misc. Reports	\$372.00
Plan Review	<u>\$1,110.00</u>

Total	\$747,028.10
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2016 Areas of Note

- The Chief and Deputy Chief spent a significant amount of time dealing with the Owner's Project Manager, Architects and Contractors who are involved with the construction of the new Fire Station 2 on Washington Street.
- The Department applied for and was awarded a grant in the amount of \$6,953.00 from the S.A.F.E. Program Grant. This grant allows us to continue bringing our Fire Prevention Programs to the schools and to the Town's seniors.
- Paul J. Copponi Jr. was hired as a Firefighter/Paramedic in July of 2016. He attended the Massachusetts Firefighting Academy in Stow and was awarded the Richard N. Bangs Award given to the outstanding student of the recruit class.
- The department developed the specifications and awarded the contract for the building of two new fire engines.

Fire Department *Annual Report*

- The Fire Department worked with the Recreation Department to highlight the importance of sprinklers during two live burn demonstrations at Westwood Day.
- All schools, nursing facilities and places of assembly were inspected quarterly as required by law.
- The Deputy Chief, the Department's Fire Prevention Officer, performed inspections and plan reviews and issued permits covering oil and propane installations, blasting operations, sprinkler system installations, fuel tank removals, new occupancies, and oil tank truck safety inspections. He was assisted by the Captains and Lieutenants, who also issued compliance certificates for the sale or transfer of homes.
- The Department would like to remind the residents to change the batteries in their smoke and carbon monoxide detectors. Please be aware that smoke detectors are required on each habitable floor, at the bottom of all stairways and outside all bedrooms. New smoke detectors are available with 10 year lifetime batteries. Carbon monoxide detectors are required on each habitable floor and within ten feet of all bedroom doors. For more specific information visit us online, call 781-320-1060, or stop by Fire Headquarters.
- Four members of the Department are part of a county technical rescue team. This team is available to all towns in the county, providing specialized rescue skills including high angle, structural collapse and confined space rescue.
- The department began conducting site visits to all commercial and business occupancies in the town of Westwood. The purpose of the visit is to gather information to keep business owners, their employees, visitors and the public safe and to minimize loss during an emergency.
- Emergency Medical Technician and Paramedic refresher courses were hosted by the Department this year. Monthly Continuing Education courses were also provided. Included in this training was quality control rounds conducted with the Department's Medical Control Doctor reviewing previous cases.
- Department members conducted safety talks with residents of Foxhill Village, hosted a "Safety Breakfast" for the Town's seniors, and also provided many of the seniors with new smoke detectors free of charge.
- Members of the Department demonstrated home fire safety to elementary students and Hale Reservation YMCA campers by utilizing the State's SAFE Trailer.
- Hazardous materials inspections were performed in conjunction with the Board of Health to ensure compliance with the Town's Hazardous Materials Bylaw.
- Fire Department Officers attended professional development training regarding risk assessment.
- The Department participated in the meetings of the Westwood Lodge Task Force.
- The Fire Department worked with the Recreation Department to provide Foam Day for the Town's children.
- Captain Lund continued to work with the State's Hazardous Materials Response Team, responding to many incidents around the State and attending advanced level training

Fire Department *Annual Report*

sessions.

- The department took an active role to save lives and property from wildfire by identifying neighborhoods in Westwood that are susceptible to large, destructive fires in wooded areas or brush. In conjunction with NFPA's Firewise Communities program and the Massachusetts' Department of Conservation and Recreation's Bureau of Forest Fire Control, outreach programs teach people how to adapt to living with wildfire and encourage neighbors to work together and take action now to prevent losses.
- Equipment authorized through the Federal Emergency Management Preparedness Grant was utilized to purchase updated hardware for apparatus and command vehicles to enhance communications and provide up-to-the-minute information during emergencies.
- The department is working with Westwood Cares and the Opiate Task Force to educate the public about the on-going opiate epidemic.
- In addition to the large number of routine fires, motor vehicle accidents, hazardous materials incidents, and medical emergencies the Department responded to this year, some of the more significant incidents included the following:
 - A working fire damaged a home on Juniper Ridge Rd.
 - A plane crash on Pear Tree Drive.
 - A serious gas leak on Alder Road at Briar Lane.
 - A Med-Flight helicopter was required for a victim with serious injuries resulting from a motor vehicle crash.
 - Fire damaged a home on Dela Park Road.
 - A motor vehicle accident on Pond Street resulted in a truck going through the ice into Buckmaster Pond.
 - A Hazardous Materials Incident involving a chlorine leak occurred on University Avenue.
 - The victim of a head on motor vehicle accident under the East Street railroad bridge was Med-Flighted to a trauma center in Boston.
 - A truck struck the East Street railroad bridge
 - The Department responded to a brush fire along 128.
 - Fire damaged a home on Skyline Drive.
 - A pedestrian was struck by an automobile on Adams Street and Med-Flight transported the patient to Boston.
 - Fire damaged a home on Weatherbee Drive.

Fire Department *Annual Report*

2017 Outlook:

- Maintain a high level of service while at the same time making changes within the department to reflect the many changes taking place within the town.
- Hire and train recruit firefighters to fill new positions that have been approved by the Board of Selectmen to increase the capabilities of the Fire Department.
- Apply for State and Federal Grants.
- Take delivery of and place in service two new fire engines.
- Continue to review the call volume and patterns for University Station.
- Continue to work with the Public Safety Task Force, architects and engineers to plan for the completion of Station 2.
- Upgrade the ambulance reporting software with the assistance of the IT Department.
- Prepare for Phase II of University Station development.
- The Fire Department works closely with many other departments and boards within the Town and appreciates their cooperation and professionalism, especially the Building Department, Police Department and the Board of Health.

William P. Scoble, Chief of Department



Brush fire behind the Hanlon School.

Building Division *Annual Report*

Joseph F. Doyle, Jr., Building Commissioner

Mission

To ensure the safety and integrity of all buildings and new construction by enforcing the State Building Code, Local Zoning Bylaws, Electrical, Plumbing, Gasfitting, Sprinkler, and Mechanical Codes.

Programs/Services

The Building Inspection Division provides (4) major programs/services. These are:

1. Issuance of Permits in six diverse categories
2. Inspections
3. Zoning Enforcement
4. Administration

Responsibilities

- Provide effective enforcement of the Commonwealth of Massachusetts State Building Code, Wiring Code, Plumbing, Gasfitting, and Mechanical Codes, and Zoning Bylaw of the Town of Westwood.
- Submit an annual report to the Town Meeting.
- Complete annual inspections of buildings of assembly in conjunction with day care, driving schools, common victualler and alcohol licenses.
- Prepare department payroll, accounts payable, and annual budget.



Fire Station II

Building Division *Annual Report*

Permitting and Construction Activity

The Town continues to see significant building and remodeling activity including Fire Station II, the Police Station, renovation and new construction in Islington Center, subdivision and renovation of office space for new tenants at the Eversource building at 247 Station Drive (formerly 1 NStar Way), the renovation of 101 Station Drive (formerly 105 Rosemont Ave), & and the construction of a new hotel at University Station.



Courtyard Marriott

The Town also continues to see high levels of residential construction. Twenty permits were issued for the construction of new homes in 2016. Of those, 6 permits were for new dwellings on previously undeveloped parcels, while 14 were for replacements of existing single and two-family structures.

Prior Year Accomplishments

- Reviewed all applications for compliance with the State Building Code and the Zoning Bylaw, determine applicable fees and issue building, electric, gas, plumbing, and mechanical permits.
- Investigated zoning violations and took appropriate action including court appearances when necessary. Ensure zoning compliance prior to the building permit being issued. Zoning enforcement is also carried out in response to complaints from residents or observations of violations by the Building Department staff.
- Prepared department annual budget.
- Prepared department payroll and accounts payable.
- Represent Building Department with clientele both in person and on the telephone including multiple preconstruction meetings with the developers and contractors involved in University Station & Islington Center.
- Prepared correspondence for other departments and agencies at the Town and State levels.

Building Division *Annual Report*

- Closed satellite office at University Ave and relocated building inspector, electrical inspector, and plumbing/gas inspectors to Carby Street office. These personnel continue to provide service to the University Station project as their primary responsibilities



Police Headquarters

Next Year Service Plan:

- Continue to provide excellent service though out the Town enforcing both the building code and the Town's zoning by laws
- Implement new permit writing and tracking software which will integrate with all Departments in the future
- Complete space study at 50 Carby Street for reconfiguration of existing space to accommodate additional personnel of Land Use Departments.

Building Department Personnel

Building Commissioner – Joseph F. Doyle, Jr.
Assistant Building Inspector – Michael P. McLean
Assistant Building Inspector – Michael Perkins
Wiring Inspector - Kevin Malloy
Assistant Wiring Inspector – Paul Angus
Assistant Wiring Inspector – James Naughton
Plumbing/ Gas Inspector – Harry Knight
Assistant Plumbing/Gas Inspector – Jack Lee
Assistant Plumbing/Gas Inspector – Jack Rose
Administrative Assistant – Susanne Hogan

Education

Westwood School Department *Annual Report*

I am pleased to submit this school department report for our town residents. Our school district has a long tradition of providing high-quality instruction and extra-curricular opportunities for our more than 3200 students in PreK-12. Whether in the classroom, on the stage, or on the playing fields, our students are provided a first-class educational experience.

Westwood students achieve at high levels in many areas – academics, the arts, and athletics. The results of Westwood's scores on the Massachusetts Comprehensive Assessment System (MCAS), on Scholastic Aptitude Tests (S.A.T.), and Advanced Placement Tests are indicators of high levels of achievement in the academic areas. Westwood High School had three semi-finalist and twelve letters of commendation from the National Merit Scholarship Program. One hundred and two students received AP Scholar Awards. Eight were National AP Scholars; thirty-nine were AP Scholar with Distinction; twenty were AP Scholar with Honors; and, thirty-five students were AP Scholar. 493 AP exams were administered in 21 subjects. 90% of the score were 3 or above. 93% of the Class of 2016 took the SAT and 87% of the Class of 2016 took the ACT. Fifty-six WHS and TMS Students won awards at the Massachusetts Scholastic Art and Writing Awards sponsored by the Boston Globe. Eight HS students won Gold Keys, 14 won Silver Keys and there were 24 Honorable Mentions. In Writing, there was 1 Silver Key and 3 Honorable Mentions. TMS won 1 Silver Key in Art and 5 Honorable Mentions. Many students performed at the Tenth Annual Eastern District Senior Festival. For the Jazz Band: William Stairs, trombone and Trey Ursillo, bass trombone; for the Concert Band: Emma Harte, flute; Michael Lahiff and Andy Du, clarinet; Antin Lam, tenor sax; Anusha Manglik, trombone; Zane Rahabi, euphonium; and, for the Orchestra: Noah Stone, clarinet; and, Timothy Hoefler, trumpet. Noah Stone performed in the National Association for Music Education All-National Band in Texas. 96% of the students in the graduating class of 2016 are continuing their education; 92% at four-year colleges of universities, 4% at two-year colleges and 4% military, gap year and employment.

The review and improvement of Westwood's academic programs is a system-wide priority. A cycle of curriculum review, development and implementation guides the oversight of academic areas every year. Thurston Middle School initiated an Engineering Program. The Science Curriculum Review Committee discussed their findings and recommendations. Emily Parks, Assistant Superintendent, presented the J-Term Concept for the High School.

The School Committee welcomed Owen Doherty, a high school senior, as the student representative. We are proud of all our sports teams. The girls' Lacrosse Team regained the Division I state title. The girls' Basketball Team picked up the Tri-Valley League title. The High School Varsity Golf Team won the Division 2 State Championship. Students at all levels performed in dramatic productions and musical concerts throughout the year. The art work of students in Kindergarten through grade 12 was prominently displayed throughout the year in each school, the Superintendent's office and in public settings, such as the Public Library.

In 2016, we had 5 staff members retire after many years of dedicated service to students and town. The retirees were: Wayne Chatterton, 31 years; Robert Fanning, 17 years; Susan Fay, 28 years; Dennis Foley, 21 years; Mary Furber, 31 years; Paula Lawless, 16 years; Maureen Scott, 33 years; and, Pamela Tierney, 14 years.

Westwood School Department *Annual Report*

Finally, on behalf of our faculty and staff, we thank you for your continued support of our efforts. We are committed to maintaining the high-quality system our residents deserve and are fortunate to be part of this community.

Respectfully submitted,

John J. Antonucci, Superintendent of Schools

Josepha Jowdy, School Committee Chairman

Blue Hills Regional Technical School *Annual Report*

Avon	Mr. Francis J. Fistori	Milton	Mr. Festus Joyce
Braintree	Mr. Eric C. Erskine	Norwood	Mr. Kevin L. Connolly
Canton	Mr. Aidan G. Maguire, Jr.	Randolph	Mrs. Marybeth Nearen
Dedham	Mr. Thomas R. Polito, Jr.		
Holbrook	Mr. Robert A. McNeil /		
	Michael C. Franzosa - elected as Holbrook representative on Nov. 8, 2016		

I am pleased to submit our Annual Report on Blue Hills Regional Technical School to the residents of the Town of Westwood.

Blue Hills Regional Technical School continues its commitment to provide the highest caliber academic and vocational instruction to district students in grades nine through twelve, as well as postgraduate training. The nine towns in the district are Avon, Braintree, Canton, Dedham, Holbrook, Milton, Norwood, Randolph, and Westwood.

Mr. James P. Quaglia serves as Superintendent-Director. The District School Committee meets on the first and third Tuesday of each month at 7:00 p.m. at the school, located at 800 Randolph St., Canton. The public is always invited to attend.

Blue Hills Receives MSBA approval for Major Renovation Project Feasibility Study

In July of 2016, the Massachusetts School Building Authority voted to partner with Blue Hills Regional Technical School for the purpose of conducting a Feasibility Study to examine the need for, and to explore options for, a renovation of the existing Blue Hills facility.

Preliminary indications are that the fifty-year-old building is both structurally and programmatically sufficient to support a renovation project that addresses replacement and repairs to the building envelope, and replacement of windows and entries. Also proposed in the renovation project is replacement of the HVAC systems, electrical infrastructure, fire annunciation & suppression (sprinkler system building wide), ADA compliance upgrades, public address system, as well as consideration of school locker rooms, interior doors, lavatories, and student lockers.

Currently, the district has hired Dore and Whittier Management Partners as the Owner's Project Manager. The architectural firm of Drummey, Rosane and Anderson (DRA) has been hired as the design firm. Members of the School Building Committee met with the MSBA in mid-February for a preliminary schematic review with an eye toward a late August Project Funding Agreement from the MSBA. The district is planning meetings with local officials to keep them informed of project progress, as well as project costs and funding models. The first of such meetings occurred in January and will continue through April.

The district has established a web site, www.renovatebluehills.org, which will provide member communities with up to date information on the project. The Superintendent feels that this project is essential to Blue Hills providing quality career and technical training to our students for the next half-century.

Blue Hills Regional Technical School *Annual Report*

Fifty members of the Class of 2016 were recipients of the John and Abigail Adams Scholarship, which is given to students whose combined English Language Arts and Math scores on the MCAS rank them in the top 25 per cent of students in the graduating class in their school district. They are entitled to free tuition at participating state and community colleges in Massachusetts. In addition, twenty-three new members were inducted into the National Honor Society from the Classes of 2017 and 2018.

Twelve students earned medals at the SkillsUSA District Conference at Greater New Bedford Regional Vocational Technical High School on February 26, 2016. We congratulate them, their teachers, and Blue Hills' SkillsUSA Chapter Advisor, Mr. Robert Foley.

Our athletic programs continue to expand with high levels of participation.

Commencement was held on Wednesday, June 7, 2016. Diplomas were awarded by the School Committee and Administration.

The 2016 foundation enrollment numbers for Blue Hills were 896 students at the school. Seven students are from Westwood. We are working to encourage more Westwood parents and students to explore the opportunities and curriculum at Blue Hills Regional. Students can be admitted in grades nine and ten.

Blue Hills Regional is proud to offer various services and programs to district residents, and in some cases, the general public. Blue Hills Regional, within confines of the curriculum, offers Cosmetology, Culinary, Early Education and Care, Construction services, Graphics and Automotive services. This practice allows students to gain practical, hands-on experience in conjunction with their classroom work. Adults are encouraged to explore the Practical Nursing Program, a full-time program of study provided on a tuition basis.

Residents and town departments are reminded that students have built home additions, completed printing and graphic design projects (both large and small), and offered culinary services. Many Westwood residents enjoy full-course lunches at the "Chateau de Bleu," which is open on most weekdays during the school year. We encourage more Westwood citizens to avail themselves of these professional-quality services.

We continue to explore new curriculum and programs, work to increase Westwood's enrollment, and closely monitor district costs and expenses during these difficult financial times.

I am honored to serve as Westwood's representative and strive to do what is best for our wonderful community.

Mr. Charles W. Flahive, Board Chairman and Westwood Representative

Blue Hills Regional Technical School District

December 31, 2016

Public Works

Department of Public Works *Annual Report*

Todd Korchin, Director of Public Works
Brendan Ryan, Operations Manager
James McCarthy, Facility Manager

Department Mission

- To provide quality of life in Westwood by operating and maintaining the Town's infrastructure and assets in a sustainable, efficient manner to protect the public's health and well being; provide for the environmental, economic, and social needs of the community; and beautify our town..
- To collect and dispose of all residential solid waste and recyclable materials in accordance with Massachusetts General Laws and the rules and regulations established by the Department of Environmental Protection, increasing the amount of materials recycled.
- To provide for the safety of pedestrian, vehicular and cycling traffic on Town roads, including paving, maintenance, drainage, street lighting and traffic control signals, traffic markings, sharrow markings, signs, and snow removal.
- To maintain and expand the Town owned Cemeteries, Parks, and Athletic Fields.
- To protect the health and safety of our community by providing administration, planning, and construction services and meeting all water quality regulations pertaining to the operation, and maintenance of the sanitary sewer and storm drain collections systems.
- To provide excellent customer service and transparency in Public Works operations.



Newest Plow/Slide-In-Sander Truck

Goals and Responsibilities

- Sustainably operate and maintain the Town's infrastructure which includes the sewer collection system; storm drain system, roadways, sidewalks, bikeways, and other transportation facilities, street lighting, traffic control devices, buildings, grounds,

Department of Public Works *Annual Report*

fields, parks, cemeteries, solid waste and recycling programs, municipal vehicles and equipment, and facilities.

- Improve and maintain the roadway, bikeway, and trailway system providing safer, more sustainable traveling conditions, and a reduction in long-term maintenance.
- Maintain and improve the safe and efficient flow of traffic through proper roadway signage and striping, street directional signs and traffic controls signals.
- Provide complete and efficient lighting on Town streets, in order to ensure the safe night-time driving on public roadways.
- Maintain and beautify Town properties and public ways.
- Maintain the Town's public buildings to provide attractive and clean buildings for public use and a functional environment for the community and employees.
- Repair, maintain and enhance the Town's municipal vehicles and equipment.
- Remove dead trees, cut excessive growth, and trim trees within the public ways to maintain and improve public safety.
- Provide engineering information (federal flooding maps, street layouts, street numbers, etc.) to general public, businesses and developers.
- Furnish engineering support for Town departments and boards as requested.
- Provide weekly curbside collection and disposal of residential solid waste and increase the amount of material recycled.
- Provide a biweekly curbside recycling program, which abides by the State mandates established by the Department of Environmental Protection.
- To protect the quality of the environment within the Town of Westwood by removing and reducing household hazardous waste at an annual Hazardous Waste Day.
- Provide for efficient management of all services and programs required to provide residents with waste collection, disposal and recycling programs.
- Provide safe, healthy, reliable sewer services to all residents and businesses located within the sewered portion of Town.
- Protect water quality in the delivery of Public Works services.
- Meet all federal and state regulations and requirements related to delivery of Public Works services.
- Perform all services in a safe, efficient, sustainable manner that considers the economic, environment and social impact to the community.

Department of Public Works *Annual Report*

Program/Service Areas

Engineering Services

Working with the Planning Board, review submittals and assist with Inspecting developments under construction.

Working with the Board of Selectmen, make drainage and traffic recommendations and maintain a road inventory and management plan.

Working with the Conservation Commission, assist with inspection of developments under construction; and review studies as requested.

Public Building Maintenance

Provide for the maintenance and long term planning for Town Hall, the Carby Street Municipal Buildings, the Islington Community Center, the Council on Aging, and the Cemetery Garage. Custodial services are provided in the Town Hall, Islington Community Center, Council on Aging, Police Station, Carby Street Municipal Building, and Garages by contracts and staff, with the custodial services for the Libraries and Fire Station accomplished with their staffs.

Costs of utilities - heat, electricity, water, sewer, are included in the building maintenance budget, along with the cost of cleaning supplies and needed minor repairs and maintenance to boilers, heating systems, plumbing systems and cooling systems. Significant maintenance and replacement of capital equipment is not included in the operating budget. A long term preventative maintenance and replacement plan for the long-term protection of the Town's assets needs to be developed for ongoing operating and long term capital needs in the future.

Fleet Maintenance

Provide for the maintenance and repairs of DPW, Police, COA and other department vehicles. A weekly vehicle report has been implemented to increase responsibility and communication between divisions. A long term preventative maintenance and replacement plan for the long-term protection of the Public Works assets has now been developed. There is a need to do more and include the rest of the Town's fleet.

Street Lighting

There are currently 1,291 streetlights in the community; 1,055 overhead street lights, 236 period lights. In general, lights are provided on public ways that have been accepted by the Town. In 2002, the Town purchased the street lights from NSTAR and a contractor maintains the lights. The cost of maintaining these lights is rising due to aging infrastructure.

The Town has replaced every streetlight with an LED fixture that will consume less energy and provide more efficiency.

Traffic Controls

There are currently fourteen intersections with traffic controls, which are High Street @ Hartford Street, High Street @ Gay Street, High Street @ Windsor Road, High Street @ Summer Street, High Street @ Westwood Glen Road, High Street @ entrance to Fox Hill Village/Prudential Office Park, Washington @ East Streets, Burgess Avenue @ High

Department of Public Works *Annual Report*

Street, Washington Street @ Gay Street, Washington Street @ Roche Bros, Washington Street @ Clapboardtree Street, Rosemont @ University Avenue, University @ Blue Hill Drive, and Canton Street @ University Ave. In addition, there are flashers on either side of the Hanlon School on Gay Street, Sheehan School on Pond Street, Middle School on Nahatan Street, and on High Street near the entrance to Highland Glen. Finally, there are floodlights at the Town Hall, Library, and Police Station.

Solid Waste

The Solid Waste Budget provides for (4) four major programs/services. These are:

1. Collection and Transportation
2. Disposal
3. Recycling
4. Hazardous Waste

Collection And Transportation

The Town has extended the contract with Waste Management Inc. for the weekly curbside collection of residential solid waste and the delivery of solid waste to Wheelabrator Millbury, the Town's resource recovery incinerator, with the recyclables also collected, transported, and marketed to the appropriate vendors bi-weekly. The Town has a 4 year contract with Waste Management that expires June 30, 2021. This contract provides for fully automated trash and recycling pick-up, which increases recycling, saving money, improving the environment and beautifying our community. There will also be (2) annual bulk item pickups, free of charge, scheduled for residents to utilize.

Disposal

The Town has contracted with Wheelabrator Millbury for twenty years for the incineration of residential solid waste. Wheelabrator Millbury is a co-generation facility, generating electricity with steam produced as a by-product of waste incineration. The tipping fee per ton, which began at \$55 per ton in 1988, is annually adjusted in January of each year by the rate of inflation as measured by the Consumer Price Index. The 2007 tipping fee was \$108.93 per ton with ash treatment fee of approximately \$6.50 per ton. On January 1, 2015, we have amended our contract with Wheelabrator Millbury, at a rate of \$64.00 per ton. The rate is will increase to \$67.00 per ton on July 1, 2017.

Recycling

We have implemented the new fully automated trash and recycling system that will increase recycling in Westwood, saving money, improving the environment and beautifying our community. The Town is mandated by the Department of Environmental Protection to remove specific items from its waste stream. Effective April 1, 1993 the Town was mandated to remove batteries, white goods, leaves, grass clippings and other yard waste, glass and metal containers. At present, the Town is removing these items as well as cardboard, newsprint, and plastic from the solid waste stream and approximately seventy percent of the households participate in the curbside collection of recyclables. Working with the Westwood Environmental Action Committee, it is important to improve the environment and save money.

Department of Public Works *Annual Report*

Hazardous Waste

The Town has provided an annual hazardous waste collection day where households are encouraged to dispose of hazardous waste. In past years between 200 and 500 households have participated in the program.

Sewer

The Westwood Sewer Division provides (6) six major programs/services. These are:

1. Administration
2. Billing
3. Pumping Station Maintenance
4. Collection System Maintenance
5. Assessment from MWRA
6. Debt Service-Construction

These programs involve the following activities:

- Provide staff support and services for the Sewer Commission.
- Operation and maintenance of approximately 87 miles of gravity sewers and ten pumping stations.
- Billing for 5,000 sewer customers.
- Administer State Mandated T.V. and Cleaning.
- Inspect the installation of sewer services and add record drawings of services to our files.
- Administer repairs and upgrades to sewer 6 pumping stations and 4 grinder pump stations.
- Administer through review of T.V. work, the repairs of sewer mains.
- Review and comment on subdivision plans.
- Provide customers with consultation as to the feasibility of connecting to the sewer system.
- Developed a prioritized repair and replacement program with a 20 year outlook for our 10 pump stations and grinder pumps
- Developed a phased plan for assessing the sewer system for the next round of Infiltration and Inflow reduction investigation and work projects.

Prior Year Accomplishments

Continued to form a new Public Works Team; reorganized the Carby Street Facility and Cemetery Garage, and began implementing work management and long term planning to improve effectiveness and efficiency as well as create a positive work team environment.

Department of Public Works *Annual Report*

Accomplishments

Traffic Safety

- Completed the Canton/Everett/Forbes Road traffic calming project
- Completed worked with Mass DOT on the reconstruction of the signal at 109 and Lowder Brook in order to solve safety issues at the intersection.
- Completed the Deerfield field renovation.
- Completed the LED Streetlight replacement program
- Pavement Management
 - Crack sealed 30 streets, including placement of 200,000 sq. yd. of crack seal
 - Resurfaced: Churchill Road, Nahatan Street, Wight Lane, Russell Ave, Circuit Road
 - Micro-surface/hot-in-place Washington Street
 - Coordinated maintenance of Town owned traffic signals.
- Swept 100% of town streets
- Maintained roadside right of ways, islands, Cemeteries, Town Hall, Veterans Park, Police Station, Baptist Lot, Temple Lots, and Sewer Stations with town forces.
- Administered contract for cutting and removal of dead trees, as well as selective pruning of trees, and provide crews to cut excessive growth along roadways.



Bucket Truck

- Continued to reduce dependency of tree removal contractor by utilizing the bucket truck to aid staff in tree removal, pruning, and limb removal.
- Kept records of locations and provide personnel to maintain and fabricate all roadway signage and oversaw contract for traffic control line painting and traffic control devices.
- Maintained traffic sign inventory to meet federal regulations

Department of Public Works *Annual Report*

Drainage

- Completed the drainage project on Grove street
- Cleaned all catch basins and repaired those in need. Performed video inspection on systems as needed.
- Repaired and rebuilt over 50 catch basins, manholes and pipes, and constructed new drainage structures and pipes.

Snow and Ice

- Implemented the first DPW Public Snow Removal Policy.
- Salted and treated 95 miles of roadway.
- Provided crews to operate twenty-five pieces of Town equipment for sanding, salting and plowing; and oversaw one contract providing an additional twenty-nine pieces of equipment for plowing, and provided service for snow and ice events.
- Responded to 15 snow and ice events throughout the season.

Facilities

- Constructed exterior Town hall improvements including painting and landscaping
- Re-constructed the Cemetery staging area.
- Continued program for preventative maintenance of the backlog at all public buildings and completed numerous projects
- Contracted custodial services for the Town Hall, Carby Street Municipal Office Building, Islington Community Center, Police Station, and C.O.A. for daily general cleaning and annual cleaning of windows and rugs.
- Conducted a town wide facilities energy efficiency study and implemented and upgraded buildings as needed, including new lighting and energy management systems.

Fleet

- Developed a long term replacement planning tool for Public Works fleet to prepare for the future.
- Specified and purchased 1 Heavy Duty Dump Truck with Sander and Plow, 1 Pickup Truck, 1 Asphalt Hotbox, and 1 one ton dump trucks, as part of the fleet replacement plan through our fleet improvement bond approved at the annual town meeting.
- Performed all maintenance on Police, COA, and Public Works vehicles and other department vehicles.
- Prepared all vehicles in the fall for winter operations.
- Prepared all equipment for spring, summer, and fall maintenance of all town properties including field maintenance.
- Prepared a draft fuel efficient vehicle purchase policy.
- Continued our weekly reports from fleet maintenance to highway, fields and grounds

Department of Public Works *Annual Report*

crews for improved efficiency and effectiveness during snow & ice season.

Fields and Grounds

- Maintained all athletic fields and encompassing grounds:
 - Mowing/edging
 - Grooming
 - Lining
 - Fencing/Batting Cage Setup & Daily Maintenance
 - Seeding/Sod
 - Aeration
 - Dethatching
 - Spring and Fall Cleanups
 - Irrigation activation/maintenance/winterization
- Coordinated seasonal fertilization programs that are implemented by outside contractors.
- Worked very closely with the Athletic Department, Recreation Department, Little League, Babe Ruth, and several organizations to provide the best facilities for those programs to use.
- Worked with Little League and outside contractors to begin field reconstruction of Morrison Park including new tennis court, new irrigation, relocating light poles, new fencing at both little league and softball field and snack/restroom facility.
- Completed the Deerfield Field renovation
- Completed the Flahive Turf Field renovation

Solid Waste

- New trash contract for fully automated trash and recycling pick up in Westwood that has resulted in more recycling, reducing the Town's tipping fees and promoting a neater community.
- Secured the services of a Hazardous Waste Contractor and held a Hazardous Waste Day in September 2016.
- Implemented 10 Fall and Spring curbside collection of leaves.
- The Environmental Action Committee held two e-waste collection events at Carby Street
- Collected Christmas trees curbside.
- Continued the implementation of bi-weekly curbside collection of recyclables – single stream.
- Hosted additional recycling drop off at the DPW during the holiday for additional cardboard.

Department of Public Works *Annual Report*

- Secured 2 bulk item pickups with Waste Management for residents throughout the year.

Cemetery

- Opened a new phase of the cemetery and completed the new expansion project.
- Installed plantings and removed old plantings to enhance the landscape.
- Reconstructed the shed in the old cemetery
- Reconstruction to the Old Cemetery wall as well as the wall in the lower section of the New Cemetery.
- Insulated, blue boarded and plastered the new cemetery barn for safety
- Performed major cleanup of cemetery prior to Memorial Day by Town crews.
- Sold 25 burial rights in the Town's cemeteries and had 64 interments in calendar year 2016.
- Currently working with a consultant to review and update the cemetery rules and regulations.

Sewer

- Planned and designed phase two of a project that will prevent infiltration into the critical portions of the sewer collection system.
- Working with the Finance and IT Directors, completed the design and implementation of a new sewer billing system.
- Upgraded several major Pump Stations making them more efficient in their operation and energy consumption.
- Developed a new Rules and Regulation Manual.
- Continued planning for the next phases of the sewer lining project.

Fy18 Service Plan

- To provide excellent customer service and communicate with the community.
- To continue to build a strong collaborative DPW team that plans strategically for the future and focuses on continuous improvement.
- To plan strategically and organize/manage DPW work for efficiency and effectiveness
- To encourage new ideas, approaches and the use of industry best practices and technology and train DPW staff on their use.
- To create a safe, positive and productive work environment
- To implement the new multi-year pavement plan that provides for improvement of Town roads, using pavement condition indices and sound pavement management and engineering practices.
- To complete drainage improvements on Grove Street. Paving projects will include the Clapboardtree Street, Smith Drive, Downey Street, East Street, Blue Hill Drive, and

Department of Public Works *Annual Report*

Grove Street.

- To work with MassDOT to potentially receive funding for a complete streets project along Canton Street.
- To implement a phase one traffic program for the Canton/Everett/Forbes neighborhood.
- To sustainably operate and maintain the Town's cemeteries, buildings and infrastructure, including planning for future expansion.
- To work with the Cemetery Commission and implement the revised Cemetery Rules and Regulations.
- To implement the new operations plan for snow and ice.
- To communicate with the community by following snow policies and provide customer service web updates during snow storms.
- To continue improvements and organization of the Carby Street DPW facility for continuous improvement in efficiency and work environment
- To continue to revisit, update, add performance standards and improve service and public works contracts.
- To develop standard contracts for consulting services that establishes accountability and protects the Town's interest.
- To continue with the new solid waste collection contract that provides excellent customer service, increases recycling and contains costs.
- To increase the amount of material recycled by Westwood residents, further protecting the environment and decreasing costs.
- To continue to implement an annual fall HHW collection event.
- To continue to maintain athletic fields throughout Town.
- To work with the community to complete improvements to Morrison Park.
- To operate the sewer collection system in a safe, healthy, efficient manner meeting all regulations.
- To construct Phase Two of the sewer lining project to reduce the major infiltration and inflow into the collection system and reduce treatment costs.
- To continue the aggressive program for the reduction of Infiltration and Inflow in the sewer collection system.
- To implement an effective storm water quality management program, complying with all water quality regulations.
- To continue to implement the new long term plan for the replacement of the Town's vehicles and equipment, improving the quality and applicability.
- Continue to work toward a long-term plan for the preventative maintenance and replacement of the Town's facility assets, including energy efficiency.

Board of Sewer Commissioners *Annual Report*

James Connors, *Chairman*

Francis X. MacPherson, *Clerk*

Anthony J. Antonellis, *Third Member*

Mission

To provide administration, planning, construction, and related services in an efficient and effective manner for the operation, maintenance, and expansion of the sanitary sewerage system.

To furnish these services for the express purpose of avoiding pollution as well as to protect the public's health and well being.

Sewerage System at a Glance

- Approximately 87 miles of sewer mains (8" to 24" pipe size).
- 10 pumping stations
- Approximately 4,292 buildings are connected to the system.
- Approximately 98% of all buildings with service available are connected to the system.
- Approximately 85% of all buildings in the Town are connected to the system.

Sewer Accomplishments

- Developed a plan for immediate repairs/replacements of key items at our pump stations with anticipated completion by late 2017.
- Developed a plan for continuing the Infiltration/Inflow reduction investigation and implementation using MWRA Phase 8 and 9 funds.



Pumping Station, Far Reach Road

Annual State Mandated Sewer Cleaning, TV-ing, and Repair

Annually, the Sewer Commission provides a preventive maintenance program in response to the Commonwealth's Administrative Order issued to the Town on May 23, 1985. In general, the program attempts to clean, inspect, and repair where necessary, approximately five miles of gravity sewers. Detailed logs and videotapes are produced for the department

Board of Sewer Commissioners *Annual Report*

during the course of this work. Included are areas having a past history of problems as well as areas of suspected high inflow and/or infiltration.

The members of the Sewer Commission for 2016 were: James Connors, Chairman; Francis X. MacPherson, Clerk; and Anthony J. Antonellis, Third Member.

The personnel of the Sewer Commission are: Richard Barry, *Sewer Operations Manager*; Shaun Degnan, *Pumping Station Operator*; Patricia Healey, *Secretary to the Board*; and Laura Fiske, *Account Specialist*.

James Connors, *Chairman*

Francis X. MacPherson Jr.

Anthony J. Antonellis

Board of Sewer Commissioners

Storm Water Management Committee *Annual Report*

Todd Korchin
Karon Skinner Catrone
Joseph Doyle
Lynne Fielding
Michael Jaillet

Nora Loughnane
Heath Petracca
Brendan Ryan
Linda Shea
William Scoble

The Storm Water Management Committee working with the Neponset River Watershed Association and neighboring towns have formed the Neponset Stormwater Partnership. With this group we will leverage the collective resources of NepRWA and the participating towns to assist in compliance with stormwater regulations, educating our residents and implementing our stormwater regulations. Our annual NPDES permit report was filed with both the EPA and Massachusetts DEP. The Committee has contracted with BETA consulting engineers to inspect approximately 2,500 catch basins to measure sediment, and inspect approximately 250 stormwater outfall structures. The information will then be reported using our Web based mapping system for tracking. The EPA has finalized the new permit and within 90 days of the effective date of the permit, the Westwood Committee will submit a Notice of Intent to the EPA and the Massachusetts DEP. Within 120 days, the Committee shall develop and submit an updated SWMP (Storm Water Management Plan) following the permittee's receipt of authorization to discharge under the new permit.

Dedham-Westwood Water District *Annual Report*

James J. Galvin (Westwood)
Robert E. McLaughlin, Jr.(Westwood)
Gary Yessaillian.(Westwood)

John S. Miller(Dedham)
Steven M.Mammone(Dedham)
Ronald J. Willey(Dedham)

Mission

The Dedham-Westwood Water District (DWWD) Board of Water Commissioners sets policy, prepares operating and capital budgets, and establishes rates along with rules and regulations for the Water District. The mission of the DWWD is to provide the residents and businesses of Westwood and Dedham with high quality drinking water for domestic purposes and for fire protection.

Water Supply

The District continues to conduct its operations towards providing high quality, safe drinking water, in compliance with all federal and State Drinking Water Regulations as well as actively pursue land use and regulatory measures that will serve to protect the water resources used to supply our drinking water. The District's partial membership in the Massachusetts Water Resources Authority allows for the annual purchase of up to 73 million gallons of water that is available as a supplement, as well as for an emergency, to the District's existing water supply. A summary of all water quality test results is mailed annually to all DWWD customers.

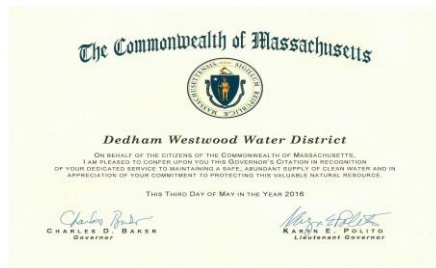
Water System Infrastructure Improvements

This past year \$3.1MM was expended on water system capital improvements, which is a typical yearly investment. In total 5565 feet of water main were replaced. The DWWD generally replaces one to three miles of pipe each year. 132 new and replaced water services were installed this year. Twenty-four fire hydrants were replaced. At our White Lodge Water Treatment Plant on University Ave, a \$1.3 MM project of treatment process equipment upgrades including a dehumidification system and pressure filter painting was undertaken.

We have replaced virtually all water meters with the new radio style greatly reducing the time to read water meters and allowing for the monthly billing implement in September for Westwood customers.

Awards

In 2016, for the second consecutive year, the Massachusetts Department of Environmental Protection named DWWD as a Public Water System of the year.



Bridge Street Treatment Plant and Pump Station

The Bridge Street Water Treatment Plant, built in 1881 as a steam driven pump station, provides public water supply and fire protection to the Towns of Dedham and Westwood. The Plant was significantly expanded in the 1991 to include pressure filtration for iron and manganese removal. The DWWD determined the facility in need of extensive renovation to the structure, building systems and some process and pumping equipment in order to continue its purpose of supplying potable drinking water to the communities. The DWWD Board engaged an engineering firm to develop plans and specifications and the project will be put out to bid in Spring 2017. The project, estimated to cost 8.8 MM, will be financed with 2% loan from the Massachusetts Clean Water Trust.



Water Conservation

Water conservation continues to be an integral part of the DWWD mission and day to day operations. Last Summer extreme drought conditions existed in the region causing a total out door watering ban to be implemented in late August. We conducted another system wide accoustical survey of the water distribution system intended to find water leaks on mains, services and hydrants which are not surfacing. Finding what's called "unaccounted for water" has been a long standing challenge for the DWWD as it is for systems such as ours that started well over a century ago. Currently, our UAW is 19%-well above the DEP recommended maximum of 15%. Water meters are also methodically replaced to assure accuracy and take advantage of new technologies. Rebates continue to be offered to promote the upgrade of toilets and washing machines to low flow versions. Lastly, we continue to offer water resource protection and water conservation education in both Dedham and Westwood Elementary Schools, community Green Fairs, Earth Day programs and Farmer's Markets. Aside from being the right thing to do, water conservation is necessary to continue to comply with MADEP issued water permits, without which we could not withdraw the water quantities needed from the Charles and Neponset river basins.

Financial

DWWD continues to be a financially sound organization as evidenced by the recently completed financial audit conducted by the CPA firm of Melanson and Heath. The Moody's Bond Rating is Aa2. Water rates are comparable to many Massachusetts communities. Each year, the DWWD replaces water mains and services, meters, pumps and motors and other equipment, needed to keep the water works reliably running. The DWWD Board voted to issue bonds for 8.8MM for the Bridge Street Water Treatment Plant Modernization project.

Monthly Billing

In December, the conversion to monthly billing was completed for all customers. Monthly billing will give customers more frequent messages of their water consumption and give early warning when a leak is occurring. Plans are underway to provide electronic billing and provide an autopay feature for those interested.

Cross Connection Control Program

The DWWD Cross Connection Control Program is a key element of the Water System operation. DWWD is committed to protecting your public water system from contamination due to backflow or backsiphonage of connections containing non-potable water. Backpressure and cross contamination can occur when the pressure in equipment or a system is greater than the pressure in the drinking water system. Contamination can also occur when the pressure in the drinking water line drops due to occurrences such as main breaks and heavy water demand causing contaminants to be siphoned out from equipment and into the drinking water. Dedham-Westwood Water district's water system is protected by the control of actual or potential cross connections through two programs:

1. The elimination of existing or future cross connections through inspection and regulation of plumbing and water piping within a customer's premises.
2. The proper installation and maintenance and testing of backflow preventers on cross connections that have been approved.

Cross Connection surveys were conducted at 150 commercial and municipal locations this year. 1300 tests have been performed this year on backflow preventer devices installed in many commercial and municipal facilities to make sure they work properly.

DropCountr Customer Portal

With a grant from MADEP, a program for a customer application for getting quicker access to water use patterns, rebate information, and more will be provided to all residential customers.

Conservation Commission *Annual Report*

John Rogers, Chairman
Diane Hayes, Vice Chairman
Charles Pare
RJ Sheer

Todd Sullivan
Todd Weston
Brian Gorman, Associate Member
Karon Skinner-Catrone, Conservation Agent

Mission

The Town of Westwood Conservation Commission consists of a group of seven volunteer members, and a conservation agent. The Conservation Commission is the official agency specifically charged with the protection of a community's natural resources. A Conservation Commission (ConCom) also advises other municipal officials and boards on conservation issues that relate to their areas of responsibility.* The Conservation Commission, under the powers of the Wetlands Protection Act (Massachusetts General Law c.131, 40) and the Town of Westwood's Wetlands Bylaw (Chapter 392), functions to regulate work in or near wetlands and river resource areas and encourages and works towards the acquisition and management of Conservation Land.

The ConCom issued 15 Orders of Conditions and 20 Determinations of Applicability in 2016 for new construction and residential projects. An Order of Conditions is designed to protect wetland and river resource areas by regulating construction in the buffer zone. The Building Department notified the ConCom of approximately 400 applications from residents and developers for new dwellings, additions to existing buildings, new or enlarged decks and the installation of pools. The ConCom inspected each site to identify wetland issues and assist residents with the permit process under Wetlands Protection, M.G.L. c. 131, § 40 and the Westwood Wetland Protection Bylaw, Chapter 392.



Pond Projects

Haslam Pond

The Commission, the Planning Board and the Department of Public Works have revised the Stormwater Bylaw and it has been accepted by Town Meeting. This updated Bylaw will protect the health, safety, general welfare, and environment in the management, operation, and maintenance of the Town's stormwater system by regulating or prohibiting actions detrimental to either the proper quality or quantity of water in the system. This bylaw will meet the requirements of the Municipal Separate Storm Sewer System (MS4) Permit.

The Conservation Commission is currently looking at progressive ways to control Purple loosestrife, Oriental Bittersweet and other invasive plants which are overtaking Westwood's

Conservation Commission *Annual Report*

wetlands and wooded areas. In fiscal year 2016, with the Commission's Pond Maintenance funding, efforts were started to eradicate invasive plants from Perry Crouse Pond, Haslam Pond and other ponds in Westwood.



Volunteer Projects

The Conservation Commission has also approved several volunteer projects presented by residents of the Town. Groups such as the Boy Scouts have made a very positive impact on Westwood's Conservation areas.

In closing, the Westwood Conservation Commission is extremely grateful to the many volunteers who help maintain these resources for our community, and we especially would like to thank the Department of Public Works. The members of the Department of Public Works have been very helpful in maintaining these areas as well as playing a key role in the Town's Storm Water Prevention Plan that helps protect our rivers, streams, and the wildlife associated with these waterways.

Keeper of the Pound *Annual Report*

The Town Pound required some maintenance to abutting trees this year. There was pruning to limbs encroaching the tree inside the pound. Two trees were also removed in the vicinity.



The Town Pound, which was built in 1700 by Lieut. Joseph Colburn, marks the location of land granted in West Dedham to Rev. John Allin in 1639. The Town Pound is maintained by the Westwood Department of Public Works.

The Town Pound continues to be an important historical landmark in our community and a greeter to all who enter our town as they drive by the pound on Route 109.

Brendan Ryan
Keeper of the Pound

Cemetery Commission *Annual Report*

In 2016 there were a total of 64 internments at the two town cemeteries. 25 rights of burial were sold.

Construction is completed for the expansion project in the new cemetery. The project includes another option for cremation, other than ground burial, with 256 niches. This phase also has 612 double depth burials. A committal area near the pond and a floating fountain enhances our already beautiful cemetery.

Improvements are ongoing in the beautification of both cemeteries. Spring and Fall cleanups were performed and daily maintenance included shrub trimming, grass mowing, tree pruning, and general aesthetic work each day. Foundations were constructed, repaired, and maintained.

Thomas Aaron

Leo Crowe

Frank Jacobs

Human Services

Board of Health *Annual Report*

Carol Ahearn, R.N., B.S.N.
Roger L. Christian, M.D.
James M. O'Sullivan, J.D.

Mission

“To provide the residents of Westwood with sound public health, through education, the investigation and prevention of disease, ensuring compliance with sanitary and environmental laws and regulations, and promoting the tenets of emergency preparedness.”

The members of the Westwood Board of Health are residents who care about the well-being of the community. The current members are James M. O'Sullivan, J.D., chairman, Carol Ahearn R.N., B.S.N., and Roger L. Christian, M.D. Westwood's members are appointed by the Board of Selectmen to a term of 3 years on a rotating basis. Boards of Health are given the legal authority by MA General Laws to set policies and make regulations to protect the public health and the environment. Some of the Board's responsibilities include:

- Issuing permits and licenses for a wide variety of businesses and activities throughout Westwood;
- Inspecting all licensed and permitted facilities;
- Enforcing applicable state and local regulations and statutes;
- Providing a comprehensive public health nursing service to residents;
- Investigating all reports of communicable diseases;
- Providing information and advice regarding environmental health issues;
- Taking part in regional programs such as mosquito and tobacco control programs, and emergency preparedness activities;
- Managing the Medical Reserve Corps and the Community Sheltering Team

Under Massachusetts General Laws, state and local regulations and community direction, Boards of Health are held responsible for disease prevention and control, and health and environmental protection and promoting a healthy community. Boards of Health and their staff serve as the local arm of both the Massachusetts Department of Public Health and the Massachusetts Department of Environmental Protection. To fulfill their duties, Boards develop, implement and enforce health policies, oversee inspections to maintain minimum standards for sanitation in housing and food service, and assure that the basic health needs of the community are being met.

Health Department staff assist the Board of Health in meeting these responsibilities and consist of Health Director Linda Shea, R.S./R.E.H.S., Administrative Assistant Lorraine Donovan, Sanitarian Cheryl Kelly, C.P.F.S. and Public Health Nurse Mary Beechinor, R.N., B.S.N.

Influenza

The Annual Family Flu Clinic was held on Saturday, October 15, 2016 for all residents 5 years of age and older. 677 individuals were immunized at the clinic and vaccine was available by appointment throughout flu season. This clinic was held as a drill for the Westwood Medical Reserve Corps (MRC) volunteers, who are committed to helping the Town of Westwood in an emergency.

Each year, the Health Department holds one large-scale clinic in the Westwood High School gymnasium, which is the town's designated Emergency Dispensing Site. This yearly exercise reinforces how to open and close the site. Volunteers arrive early to unload supplies from the emergency trailer, help the staff set up the gym for the clinic and then break it down. Over lunch, volunteer's offer a critique on what was done correctly and what could be done better for next year. This year's exercise was very successful.

Public Health Nursing

An important Board of Health function is to provide public health nursing services to the residents of Westwood. These services include investigation and reporting of communicable diseases, holding blood pressure, flu and other clinics and conducting home visits to the infirm and the elderly.

The following Public Health nursing services were provided in 2016: 12 blood pressure clinics, 113 home visits, 440 office visits, and the investigation of 86 communicable diseases.

Health promotion, disease prevention and early detection of health problems remain the primary function of the public health nursing department. Residents are urged to take advantage of the educational materials, brochures and programs offered by the town.

Emergency Preparedness

Emergency Preparedness continues to be a priority for the Westwood Health Department and the Board of Health. Health Department personnel are considered first responders; a role traditionally associated with fire, police and EMS. The Health Department is required to provide 24 hours-a-day, 7 days-a-week coverage.

The Massachusetts Department of Public Health (MDPH) changed the 6 Public Health Emergency Preparedness Regions, of which Westwood is a member of 4B, to 5 Health and Medical Coordinating Coalitions (HMCC). Regions 4A and 4B were combined and now consist of 60 communities. On July 1, 2016, the Cambridge Health Alliance became the sponsoring organization for the Region 4AB HMCC. Public Health will now be coordinating with Hospitals, Long Term Care, Community Health Centers and EMS. An Executive Committee has been formed and consists of 2 representatives from each of the disciplines; however Public Health has a total of 4 representatives (2 from Region 4A and 2 from 4B). Our Coalition consists of 12 voting members and 6 alternates. Region 4B elected Linda Shea as the executive committee member representing Public Health and will serve a two year term. The Metro Regional Preparedness Coalition (MRPC) meets every other month to discuss preparedness issues. The Coalition has hired a Project Manager and is in the process of hiring a Planning and Operations Coordinator, and a Grants and Administrative Coordinator. The Coalition has adopted Principals of

Board of Health *Annual Report*

Operation, created a logo and is working on a website. The MRPC will be completing regional emergency plans and exercising those plans over the next year. MADPH continues to distribute emergency preparedness funds through the HMCC. In 2016, Westwood received a \$5800 grant for emergency preparedness. The grant money was used to purchase tablets, portable printers and accessories.



Board of Health Emergency Supply Trailer

The Health Department is actively recruiting residents to become members of the Community Sheltering Team. Members will be asked to help set up and staff the Town's shelter if it is opened for residents. Westwood's shelter is certified by the American Red Cross (ARC) and is located at the Westwood High School gymnasium. The Sheltering Team will be activated when the Town determines the need to open the shelter. Team members must be physically fit and willing to respond to help open Westwood's shelter.

The Health Department continues to recruit residents to become volunteers for the Medical Reserve Corps (MRC). The MRC is a group of dedicated medical and non-medical volunteers that live or work in the community and are committed to assisting the town during a public health emergency. Members participate in drills and exercises and help staff the annual flu clinics. Training and educational opportunities are additional benefits to becoming a volunteer. It's also a great way to meet fellow residents and gain a sense of civic pride in serving the Westwood community in such a meaningful capacity.

The Westwood Health Department has continued working with the Norfolk County 7 (NC7), (towns of Canton, Dedham, Milton, Needham, Norwood, and Wellesley). NC7 formed a regional coalition to participate in emergency preparedness and public health activities. NC7 funds itself through grants from public health organizations. In 2016, NC7 received ~\$35,000 in grants.

The Health Director is involved with the Local Emergency Planning Committee (LEPC), serving as recording secretary. The LEPC consists of 13 membership categories appointed by the Board of Selectmen, which include elected officials, law enforcement, emergency medical services, emergency management, fire service, health, local environment, public works, hospital, transportation personnel, media, community groups,

Board of Health *Annual Report*

and owners and operators of facilities using hazardous materials. The Westwood LEPC is provisionally certified by the Massachusetts Emergency Management Agency and meets biannually.

Westwood is also a member of the Central Norfolk County Regional Emergency Planning Committee (CNCREPC) with the Towns of Bellingham, Canton, Dedham, Medway, Millis, Norfolk, Norwood, Sharon, and Walpole. The Health Director has been appointed by the Board of Selectmen as the Westwood representative to the committee and serves as the fiscal agent.



Programs

Substance Abuse Prevention

The Health Director is a member of Westwood Cares, an organization, formed by Westwood Youth & Family Services, dedicated to providing information and resources to the families of Westwood, regarding substance use and abuse, as well as related issues. Westwood Cares works towards the healthy and safe development of our youth, while providing assistance to families in need of support. The organization consists of a wide range of representatives from the community, including parents, students, educators, and community officials. In 2016, Westwood Cares held two events for parents and the community; on June 1st, “Social Host Liability, What You Need to Know” which consisted of Kathie Sullivan presenting “Taylor’s Message”, Attorney Marian Leblanc, of Sugarman and Sugarman, Boston and a Panel Discussion. On November 15th, “Marijuana Use in Teens and Young Adults” was presented by Rick Cresta, LICSW. The Hidden In Plain Site Display, from South Shore Hospital was set up in the lobby of the Westwood High Auditorium. This is a display of a teen’s bedroom depicting all of the items that could be used to hide drugs and alcohol.

To this end, the Westwood Health Department, along with the Towns of Dedham, Needham and Norwood, was awarded a \$300,000 Substance Abuse Prevention Collaborative Grant (SAPC) from the Massachusetts Department of Public Health’s Bureau of Substance Abuse Services (BSAS) in 2015. The Town of Needham is the lead applicant and serves as the fiscal agent for this regional collaborative grant. We hired a substance abuse prevention specialist to guide the establishment of substance abuse prevention coalitions in each town to prevent underage drinking and other drug use within the four communities. The SAPC grant includes renewal options that may amount to a seven year, \$700,000 commitment in total.

Board of Health *Annual Report*

In 2016, the group conducted community assessments as part of a strategic planning process to address youth substance use. The assessment involved reviewing youth survey data; conducting key stakeholder interviews with community leaders, stakeholders, and residents of all ages and holding focus groups with parents and youth and the public school nurses in order to create a regional logic model. The Regional Logic Model was approved by MDPH. We are in the process of creating action teams to move forward on our approved projects.

As a companion program to the SAPC grant, NC7 received a \$25,000 grant from Cardinal Health Foundation Generation Rx Medication Disposal Grant Program. The grant represents a valuable opportunity to reduce both the unauthorized access to prescription medications and the over-prescription/reckless prescribing of medication within the communities of Canton, Dedham, Milton, Needham, Norwood, Wellesley and Westwood. We are planning a Pharmacist Breakfast, working on PSA's and educational materials.

Westwood Day

On September 24, 2016, the Health Department participated in Westwood Day. Fourteen (14) food vendors were licensed and inspected by Health Department staff.

Sharps Collection Program

The Westwood Sharps Collection Program has proven to be a very popular program. Residents can dispose of their sharps 24 hours a day, 7 days a week in the sharps collection kiosk that has been installed outside at the Police Station at 590 High Street.

The program requires that residents collect their sharps in a red one-liter sharps disposal container. Disposal containers are available free of charge to residents at the Westwood Health Department, 50 Carby Street, the Westwood Town Hall, 580 High Street, and the Senior Center, 60 Nahatan Street during regular business hours. We encourage all Westwood residents to take advantage of this program and protect our community from sharps dangers.

Medication Collection Program

The Westwood Board of Health and the Westwood Police Department have joined forces to collect expired prescription and over the counter medications for proper disposal. The Medication Collection Box is located in the lobby of the Police Station at 590 High Street and is available 24 hours-a-day, 7 days-a-week for residents. Westwood Public Health and the Westwood Police Department participated in National Drug Take Back Day on October, 22, 2016 and collected over 40 lbs. of drugs.

Mercury Collection Program

The Westwood Board of Health participates in the Mercury Recovery Program, sponsored by Wheelabrator Millbury Inc. The goal of the program is to remove mercury containing items from residential trash. The Health Department distributes digital thermometers in exchange for residents' mercury thermometers. Button batteries, mercury thermometers, thermostats, switches, and products that contain liquid mercury can be brought to the Board of Health office to be recycled properly. Fluorescent bulbs are collected from residents at Household Hazardous Waste Day.

Rabies Control

The Board of Health appoints the animal inspector, whose duties include consultation with town residents, town officials and health professionals regarding state and local rabies regulations and protocols. In 2016, Animal Control Officers, Paul Jolicoeur and Jason Roberts and veterinarian Carolyn Thorne, D.V.M. were appointed as animal inspectors and are responsible for placing animals under quarantine and explaining to owners specific quarantine guidelines depending on the type of potential rabies exposure. In 2016, Dr. Thorne quarantined 13 animals. Animal Control Officer, Paul Jolicoeur quarantined 12 animals due to human bites (10 of which were dogs). The dissection and disposal of various wildlife and domestic animals is performed and submitted to the state laboratory for rabies testing. No specimens were submitted by Dr. Thorne for testing in 2016. An additional 2 specimens were submitted to the State Lab for rabies testing for an animal in Westwood. All specimens were negative for rabies.

The Westwood Board of Health, the Westwood Animal Clinic and the Westwood Rotary Club co-sponsored the Annual Rabies Clinic for cats and dogs on January 30, 2016. State law requires all dogs and cats be vaccinated against rabies.

Laura Fiske is appointed Animal Inspector by the Board of Health to conduct barn inspections. A total of eighteen (18) inspections were conducted in 2016.

Mosquito Control

The Town of Westwood is a member of the Norfolk County Mosquito Control District (the District). An integrated pest management model consisting of Surveillance, Water Management, Larval Control and Adult Control is used to control mosquitoes. In 2016, applications were applied to neighborhoods that abut school properties. The ball fields at Morrison Field, Westwood Lodge and the School Street Playground were also sprayed as a precaution.

Surveillance is used to detect disease. There was one (1) WNV isolate detected in 2016 (9/13/16).

Water Management is ongoing to prevent breeding of mosquitoes in existing drainage swales and systems. In 2016, 5,735 feet of drainage ditches were checked and cleaned and 1500 feet required intensive hand cleaning. 35 culverts were cleaned and 741 catch basins were treated.

Larval Control is used to control mosquitoes before they become flying adults. The District conducts aerial applications of wetlands for nuisance control in the spring. In 2016, 210.9 acres were treated.

Adult Control (Adulticiding) involves the use of ultra-low volume cold aerosol applications from truck-mounted equipment (mosquito spraying). These applications are conducted when public health and/or quality of life is threatened by disease agents, overwhelming mosquito populations or both. In 2016, 5922 acres were treated in Westwood.

Mosquito spraying is available to residents who request it on a weekly basis, weather permitting. In 2016, 332 residents requested service.

The District and the Board of Health cannot emphasize enough the importance of controlling mosquito breeding on your property. Landowners can help by making sure that

Board of Health *Annual Report*

they eliminate any containers that hold water for more than five days. To prevent mosquito breeding, the District, collects tires as a public service to the communities it serves. In 2016, 12 tires were collected in Westwood. Mosquitoes that carry and spread the West Nile Virus breed in these containers. This practice can eliminate mosquito breeding without the need for pesticides. Visit the Districts website at www.norfolkcountymosquito.org.

Tobacco Control

The Board of Health enforces two tobacco regulations; a *Regulation Prohibiting Smoking in Workplaces and Public Places* and the *Regulation Restricting the Sale of Tobacco Products*. This regulation prohibits the sale of tobacco products to individuals 21 years of age and younger. In 2016, 6 tobacco vendors were inspected for compliance with the local regulations and State Law by health department staff and were issued permits to sell tobacco.

Elliot Brown, the Tobacco Control Consultant for the Board of Health conducts tobacco compliance checks to make sure that licensed vendors are not selling tobacco products to individuals less than 21 years of age in compliance with the regulation. Mr. Brown conducted 10 compliance checks in 2016. Unfortunately, sales to minors occurred on February 29, and October 22, 2016. A tobacco permit suspension of 6 months was imposed on one retailer and 7-day suspensions on the other retailer. Each sale of tobacco to a minor resulted in the issuance of \$300 violations tickets to each retailer.

Submitted by Linda R. Shea, R.E.H.S./R.S, Health Director

Council on Aging *Annual Report*

Cheryl Fay
Robert Folsom
Mary Gens
Josepha Jowdy
James O'Sullivan

Hillary Kohler
Irene MacEachern
Colleen Messing
Bill Sebet

Like the entire nation, Westwood's population is aging. During 2016, regular monthly classes increased from sixteen to twenty programs a month. A new watercolor class was added, as well as floor yoga, core workout, Zumba gold and a quilting club. Furthermore, the Center hosted over 100 special programs throughout the year, from history lectures to cooking classes. Attendance was high for most programs; most of which asked for \$2-\$3 donations. An increase in sponsorship allowed the Center to host eleven special large luncheons in 2016 that were locally catered with wonderful entertainment. Monthly day trips sold out and for the first time, the Center hosted a three-day overnight trip to Montreal that was a big hit for the participating seniors. To help fund this growth, Blue Hills Bank granted \$10K to the Center to help underwrite programs and a bi-monthly the newsletter.

With a focus on intergenerational opportunities, two new programs were conceived. A "ceramic quilt" was created with cooperation of artists from both Westwood High School and the Senior Center; this quilt is now on permanent display at the entrance of the Center. With the help of a grant from the Foundation for Westwood Education, "Bridges Together" (an intergenerational program that brought together seniors and 7th graders from Thurston Middle School) was launched. Both of these programs were highly successful and hopefully will continue into the future. In addition, "A Day of Beauty" was organized that brought seniors and students from Blue Hills Regional High School together twice this year.

With an increase in usage and programming, the Town agreed to change the job description of one the Center's employees from Program Director to Operations Director. This new position is focused on maintenance of the building and assisting in the day to day programing at the Center. Working closely with the DPW, the Operations Director coordinated new energy efficient lighting, new back door installation, new energy efficient shades and a new freezer in the kitchen. Moreover, this position helped the Center focus on its HVAC system that is still not working properly, but serious repairs are being discussed. Keeping an eye on the front desk, the Operations Director addresses day to day issues and queries as well as resolves any issues concerning the Center's growing transportation initiative.

The Outreach Counselor was able to participate in new successful partnerships created both in town and with a consultant group. The Westwood Community Crisis Intervention Team, hosted by the WPD, brings together, (on a monthly basis); first responders, area clinicians, mental health specialists as well as COA staff to discuss mental health issues in town. Moreover, with the demand for social services continually increasing, the Center created a partnership program (between Overlook Care Consultants, the Westwood Community Chest and the COA) so that when a senior is in crisis (that is beyond the scope of the Outreach Counselor responsibilities), a program is in place to help. And due to the Center's strong outreach services, fuel assistance and food stamp applications have exploded. To keep up with the Center's strong outreach services, a volunteer is being trained to help with fuel assistance paperwork.

Council on Aging *Annual Report*

The Administrative Assistant is now in charge of the Town's Work Write Off program for more than 60 seniors. Moreover, she is the lead employee for keeping track of individuals using the Center and the statistics that show the Center's growth. Making sure that there is always coverage at the front desk, working with volunteers to create crafts and helping with the day to day needs of the Center, we are hoping to increase this position hours from part time to full time in 2018.

Transportation needs saw increased demand and the Town underwrote a new van to replace a van that was aging. A second new van is expected in 2017, so that both old vans will be retired. And with the retirement of one of the part time drivers, a new driver was hired to handle the growth and demand for transportation in Westwood. The lead van driver coordinates the daily schedule, and the part-time drivers and resolves issues when the schedule gets overbooked. As his job responsibilities continue to grow, the Center will work with the personnel board to increase his salary.

The COA Board was also busy this year. It approved a new written Policy and Procedure Document as well as a new Transportation Policy. Meeting quarterly, this active board helped with budget decisions, building improvements and program growth. Moreover, it was instrumental in helping the Friends of the Westwood Senior Center move forward with a new Treasurer and an expanded functioning group. The Friends now have new bi-laws and new board members supported by a growing group of volunteers.

Looking at the Center from a larger lens, the Director is now the co-chair of the State's Tax Relief for seniors and will be working with State Legislators to create new legislation that will help seniors with abatements and state tax relief. Moreover, the Director is now on the MCOA (MA Council on Aging) Advisory Board and will help direct the work of statewide COAs moving forward. Additionally, the Director was trained and certified in helping seniors understand Health Proxies and Directives and offers this program regularly both at the Center and around town.

The needs of Westwood's growing elder population are self-evident and thus the Center will need more resources from the Town. Serving approximately ¼ of the town's population, more funding will be needed to increase staff hours, expand the Senior Center's footprint as well keep up with the maintenance of the building.

Youth & Family Services Department *Annual Report*

Domenic Cianciarulo, Chair
John Loughnane, Vice Chair
Robbie Antonucci, Student Member
Austin Bushey, Thurston Middle School
Simone Greenberg, Student Member
Olivia Goldberg, Student Member
Alicia Lamonda, Community Member
Janica Midiri, Community Member

Daniel O'Connor, Student Member
Olivia O'Shea, Student Member
Sophia Paravalos, Student Member
Brad Pindel, Westwood Police Department
Zane Rahabi, Student Member
David Russell, Community Member
Patricia Tucke, Council on Aging

Mission

Westwood Youth & Family Services supports the healthy social and emotional development of residents by providing a variety of educational, social, and counseling and supportive services for children ages 4 to 18 and their parents or guardians. Through active collaboration and cooperation with other municipal departments, the public schools and social service agencies, as well as area human service and mental health professionals, Youth & Family Services enhances the healthy development of children and families through outreach in the Westwood community focused on primary prevention and family support.

Goals and Responsibilities

- Assess the needs of children and families and develop programs to help meet these needs.
- Provide professional short-term counseling and assessment services for children and families.
- Advocate for appropriate long-term or specialized services in the area of family mental health and prevention.
- Provide information on existing state or local services to residents and area professionals working with youth and families.
- Collaborate with other town departments and community groups in addressing the needs of youth through the consideration or development of mutual efforts.
- Seek funding from outside sources to support services to Westwood residents.

Report

In our twenty-eighth year, Youth & Family Services continued to strengthen service quality and delivery and our relationships with community organizations. Our role as a child development, mental health, and human service resource for children and their families, public school staff, local law enforcement, and community service organizations continues to be robust. 2016 was another successful year as the Board of Selectmen continued to support the department's efforts to provide, create, or locate local and state services for residents.

The Youth and Family Services Board would like to thank the Board of Selectmen and our colleagues in other departments, local community service organizations, and businesses for their support.

Current Services and Programs

Individual & Family Counseling

Short term, problem-focused counseling and clinical consultation services are available from Westwood Youth & Family Services' staff to younger residents (ages 4-18) and family members. Parent education and counseling are also available. Referrals to appropriate treatment providers and advocacy for needed services are provided. Westwood Youth & Family Services provides crisis stabilization services to residents through referrals from the public schools, police department, and area mental health professionals and organizations.

Consultation and Referral Information

Clinical or family consultations are available to residents, school faculty/administration and other municipal department heads on a variety of issues related to mental health, family health, child and adolescent behavior, parenting issues, substance abuse, etc.

In the past year Westwood Youth & Family Services has also worked closely with a number of community groups including: Westwood Cares, Westwood Community Chest, Westwood Early Childhood Council, Westwood Public Schools, and the Westwood Rotary.

Youth Volunteer Program/ "Mentor Program"

Established in 1987, the Mentor Program provides young people (Grades 9-12) the opportunity to become actively involved in community volunteer service that meets identified needs of the community. Each year, thousands of hours of service are provided to the community through involvement with a number of our prevention programs and cooperative efforts with other social service agencies. The Mentor Program in 2016 included Body Safety Theater; Bullying Prevention Theater; the Dub Club; Friends Network; Thurston Middle School Dances.



2016 Bullying Prevention Theater Performance at Thurston Middle School

Group Programs and Group Counseling

WY&FS provides group services for youth and families within the Westwood community. In 2016 these included: Structured Play Groups for elementary school age children; Girls Only! Groups for 4th-6th grade girls; after school activity groups for middle school age children through the Dub Club program; support groups and workshops for high school youth; and other workshops/trainings for youth and families.

Community Education & Prevention Programs

The Westwood Youth & Family Services staff are involved in providing educational programs and primary prevention programs to adults and children in the community. These programs include: Body Safety Theater (Grade 3), Bullying Prevention Theater (Grade 6) and Stress and Anxiety Management Groups (Grades 9-12).

Holiday Giving Program

The Holiday Giving Program, now in its sixteenth year, connects local sponsors with Westwood families in need of support during the holidays. Sponsors provide holiday gifts for children in a confidential program coordinated by the Youth & Family Services department. In 2016, over 250 gifts were provided to 65 children in 33 families through the generous donation of local businesses and residents.



2016 Holiday Giving Gift Donations

Recognize-a-Youth Program

Created by the Westwood Youth & Family Services in partnership with the Westwood Rotary, the RAY (Recognize-a-Youth) Program recognizes outstanding citizenship by Westwood young people.

Recipients have distinguished themselves through their initiative and commitment to community service, and have demonstrated an ethic of caring for others that is essential for the health of the community. Recipients receive a certificate of appreciation and a gift, courtesy of the Westwood Rotary. The R.A.Y. award recipients for 2016 were Marisa Blum, William Collins, Courtney Cronin, Emily Dukeman and Caroline Fitzgerald.

Graduate Internship Program

Through the Graduate Internship Program at WY&FS, graduate students in social work programs at local universities are placed at WY&FS for one academic year. Interns are supervised by WY&FS staff and provide clinical and program services to residents at no extra cost to the town.

From September 2015 to June 2016, WY&FS trained two Graduate Interns, Hannah Jellinek, B.A. from the Boston College School of Social Work and Carolyn Sass, B.A. from Boston University School of Social Work.

Prior Year Accomplishments

- WY&FS provided 1173 hours of clinical and consultation services to residents in FY16, an increase of over 100 service hours from the previous fiscal year.

Youth & Family Services Department *Annual Report*

- The WY&FS Graduate Internship Program provided 231 hours of free clinical service to residents, estimated at a value of \$8,100.
- The Youth Volunteer or “Mentor” program provided high school students with 1,614 volunteer hours in Westwood. A total of 1,398 younger Westwood children received services through these programs, a number that has grown consistently over the past three years.
- WY&FS received \$1,982.00 in outside funding through local donations and grants.
- WY&FS consulted on and participated in the first year of a grade-wide Signs of Suicide (S.O.S.) program and Depression Screening at Westwood High School.
- In 2016, WY&FS continued a leadership role in the organization and implementation of two community groups: ***Westwood Cares***, a substance education and awareness group made up of representatives from the Town of Westwood Human Services departments, the Westwood Public Schools, the Westwood Police Department, parent and student groups; ***Westwood Transitional Assistance Provider Meetings***, a roundtable group of representatives from state agencies, municipal departments and local human service agencies that address the needs of families in Emergency Shelter in Westwood. This group disbanded in March 2016 following the state’s closure of the emergency shelter in Westwood.
- WY&FS continued, for the second year, as lead agency for a pilot community support program, the ***William James’ INTERFACE Referral Service***, a mental health resource available to every Westwood resident, which allows residents to be matched with appropriate mental health services in a professional and timely manner. This service becomes available to Westwood on November 1, 2015 and is funded through a 50/50 split between the Town of Westwood and the Westwood Public Schools.

Board and Committee Membership

The Staff of Westwood Youth & Family Services participated on a variety of boards and committees in 2016 at the local, regional and state levels.

- Westwood Cares
- Westwood Community Chest
- Westwood Disability Commission
- Westwood Early Childhood Council
- Westwood High School Child Study Team
- Westwood High School Legislative Council
- Westwood High School Site Council
- Westwood Lodge Task Force
- Westwood Transitional Assistance Provider Group
- Islington Center Task Force

- Deerfield Elementary School Site Council
- Roy London Humanitarian Award Committee
- Regional Internship Collaborative
- Massachusetts Youth Commission Collaborative

Aid to the Elderly and Disabled Taxation Fund *Annual Report*

Patrick Ahearn, Chairman
Patricia Conley
Leo Crowe
Lina Arena DeRosa
Pamela Dukeman

James Gavin
Josepha Jowdy
Sharon Papetti
Janice Polin
Deborah Robbins
Al Wisialko

Mission

The Aid to the Elderly and Disabled Taxation Fund was established pursuant to Massachusetts General Law Chapter 60, Section 3D, allowing for Voluntary Tax Contributions made to the Fund to be used to assist those in need in paying the real estate taxes on their homes.

Activity During 2016

In 2016, the Committee worked to increase awareness and activity of the account. The Committee generated public knowledge of the account through presentations at public meetings and newspaper articles. In addition, the Committee sent a direct mailing to all Westwood residents, describing the history of the account and requesting donations.

Donations to the fund have amounted to \$450,000 over the 17 years since the fund was established, averaging \$26,000 per year. While some residents give a single, large contribution, many others gave a smaller amount, \$5 - \$25, each time they paid their own tax bills. The small donations received from a large number of individuals were vital to helping the growth of the fund. Each year the Town receives notes of appreciation from numerous fund recipients. These notes express their gratitude not only for the donation, but more importantly they mention the appreciation of the actions of residents within their own community that allow them to remain living in a town they love. We thank our residents for their generosity and concern for their fellow neighbors.

The Committee also worked to improve outreach and increase the number of seniors applying to the fund. In 2016, there continued to be a high level of applicants. The Committee was able to distribute approximately \$48,000 in 2016 to approximately 39 of our most needy senior residents. These residents all met the general criteria of the fund: limited income and home value less than Town average. The majority of the recipients exceeded 80 years of age and had lived in Town more than 60 years. The recipients received distributions ranging from \$800 to \$1,500, depending on home assessment. This financial award is applied directly to the resident's tax bill, thereby providing continued tax relief to these long-time residents.

At the May, 2016 Annual Town Meeting residents approved an article to petition the General Court to enact special legislation to allow the contribution of town funds to the Aid to the Elderly and Disabled account. This Home Rule Petition was enacted and signed by the Governor on December 19, 2016. Having a predictable resource for funding will allow the town to keep pace with relief needs, allow for a longer-term strategy, and provide security for current constituents, as well as any future residents who meet the criteria for aid. Donations from residents will continue to be accepted going forward.

Aid to the Elderly and Disabled Taxation Fund *Annual Report*

The Committee will analyze options for implementing this additional revenue source going forward.

The Committee again would like to thank all our residents whose donations have helped their senior neighbors remain in their homes and the Town they love. The Committee will continue to work to in 2017 to provide this significant assistance to our elderly and disabled residents.

Commission on Disability *Annual Report*

Physical Access

The Commission on Disability monitors local compliance with state and federal laws that ensure that disabled citizens have access to buildings and services in the Town of Westwood. The Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, Massachusetts General Law Chapter 151B, and the Architectural Access Board Regulations prohibit any place open to the general public from discriminating against individuals with disabilities. Public and private entities can obtain technical assistance in complying with access laws from the U.S. Department of Justice Website www.ada.gov and from the Massachusetts Office on Disability (MOD), www.mass.gov/mod.

The Commission is pleased to commend Eagle Scout Nicholas Fusco for his installation of new signs designating accessibility using a dynamic accessibility icon. The new icon is in use at Westwood High School, Thurston Middle School, Westwood Elementary Schools, Morrison Little League Field, Town Hall, DPW offices, School Street Playground, Fisher School, the Veterans Memorial, the Senior center and the Islington Municipal Parking Lot.



Emergency Planning

The Commission recommends that residents with disabilities identify themselves to the Police and Fire Departments to make sure that any special considerations are taken into account in the event of an emergency. Individuals and families should also make independent emergency back up plans in the event of a widespread emergency. The MOD website is a valuable resource for information on personal emergency preparedness.

Housing

The Commonwealth provides residential care for individuals with disabilities in small homes located throughout communities rather than through congregate care facilities on large campuses.

The Commission met with Executive Secretary Mike Jaillett and Town Planner Nora Loughnane to review the application of the educational use exemption to local zoning for small residential programs. In another development that impacts citizens with disabilities, the ownership of Westwood Glen and Highland Glen has changed this year, and rents have increased. Some of the tenants are on fixed incomes and have rent vouchers, and the increased rents have caused hardship and have required relocation for some tenants. The Commission is working with other Town offices to assist renters with information on financial and legal resources.

Mental Health

During 2016, many Town officials joined in the effort to raise awareness of Mental Health issues and resources. The efforts were spearheaded by the IAM Strong Foundation, a private non profit organization founded to support young adults age 14-25 and work to eliminate the stigma associated with teen mental health issues. Current medical practice considers Mental Health issues to be on a par with physical health issues. The Council on Aging and local residential care provider EPOCH also sponsored information sessions on Mental Health. Westwood Pediatrics practice has been a leader in the public awareness effort. The Town of Westwood has also provided public access to the William James Mental Health Resource and Referral service. The Helpline: 888-244-6843, provides resource information and/or provider referrals from a mental health professional.

Playground

Plans are being made to improve the facilities at the Pheasant street playground. The Commission has assisted the Recreation Department in ensuring that the plans provide play opportunities for all children, including those with physical challenges.

Transportation

The Commission has been actively monitoring renovations at the Amtrak/MBTA Route 128 station to repair the elevators and replace the outdoor escalators. The Station is a transportation hub and must be accessible to all travelers including those with disabilities.

Respectfully submitted,

Anne Berry Goodfellow,
Jette Meglan,
Co-Chairs

Tom Barner
Jean Barrett
MaryAnne Carty
Lina Arena-DeRosa
Michelle Fiola-Reidy
Lori Gillen
Frannie MacQueen
Connie Rizoli
Mary Sethna
Charles Taylor



The Arc of South Norfolk *Annual Report*

Mission

The Arc of South Norfolk: Committed to providing exceptional supports to people with developmental disabilities, including autism, through collaboration, advocacy and empowerment. The partnership between The Arc of South Norfolk and the Town of Westwood has contributed enormously to the care of Westwood's citizens diagnosed with developmental disabilities, including autism. Over the many years of our partnership, The Arc of South Norfolk (The Arc) has been successfully "turning disabilities into possibilities" since 1954. As a homegrown, non-profit organization, we have always relied upon local financial and volunteer supports. The continuous support of Westwood and its residents has given us the platform to enhance the programs we offer, expanding as needs arise and answering the call when residents of Westwood reach out for assistance. For more than half a century The Arc of South Norfolk has been, and continues to be, governed by the family members of the individuals we serve- the supports The Arc provides are driven by the needs of the families we support.

Supports and services provided to the citizens of Westwood include:

Family Support, Adult Family Care and Respite Care

Currently serving 39 residents of Westwood: The Arc provides temporary in-home or out-of-home professional care and training for children and adults with developmental disabilities on a planned or emergency basis. It operates after-school/school vacation week programs for children, provides a wide range of support groups for families and operates a resource center for parents and professionals at our facility in Westwood. We have expanded our Adult Family Care program over the past year, and it continues to grow each year. This program provides support to families and adults diagnosed with developmental disabilities that cannot live safely alone and want to live in a family setting.

Family Autism Center

Currently serving 54 residents of Westwood: Our Family Autism Center implements high quality programs, services and environments for all persons with an Autism Spectrum Disorder. This program provides individuals with autism, their families and the general community with information and referral services, educational services, parent and sibling support groups and a resource library with Internet access.

Social-Recreational Programs

Currently serving 24 residents of Westwood: The Arc provides special after-school and evening education classes, sports activities, social clubs and events, and special summer programs for individuals with developmental disabilities. A principal component of these programs is one-to-one volunteer friendships (citizen advocacy).

Harbor Counseling Center

Currently serving 13 residents of Westwood: The Arc provides specialized, one-of-a-kind, behavioral and other psychological counseling and psychiatric services for adults with developmental disabilities and their families.

Day Habilitation Program

Currently serving 6 residents of Westwood: The Arc provides educational and therapeutic services for adults with severe and multiple developmental disabilities. The program works to help individuals improve their communication skills, physical well being, domestic and self-care skills, community living skills and social skills. This program includes a component for elderly individuals diagnosed with a developmental disability. Its primary objective is to enable these individuals to continue to maintain their functional and social skills and to meaningfully participate in the life of their community.

Additional services provided to residents of Westwood:

Advocacy

The Arc provides specialized education, information and referral services, social support, as well as legal, financial and other consultation support. This program also provides self-advocacy training to individuals and advocacy support to families with members who diagnosed with developmental disabilities.

Autism and Law Enforcement Education Coalition (ALEC)

ALEC is a nationally recognized training program for First Responders relative to Autism Spectrum Disorders (ASD). ALEC training helps foster a deeper understanding of ASD among public safety and law enforcement personnel. Training is available for police officers, ER and courtroom personnel, EMT's and firefighters, using curriculum and videos specific to each group. Presenters are first responders with direct knowledge of ASD through a family member.

Residential Management

The Arc provides Residential Management Services for residential homes and apartments housing individuals with intellectual and other developmental disabilities.

Services supported by The Arc of South Norfolk through its affiliate, Lifeworks:

Vocational Training and Job Placement Programs

Currently serving 16 residents of Westwood: *Lifeworks Employment Services* provides vocational rehabilitation for people with developmental disabilities ages 18 and over. These services include vocational evaluation, work adjustment training, sheltered employment, transitional or supported employment and competitive job placement and follow-up support.

Residential Programs

Currently serving 15 residents of Westwood: *Lifeworks Residential Programs* provides home-like environments and supervision, care and training in independent living skills, functional academics and social skills. These programs include community residences and supervised apartments (both with 24-hour staffing) and cooperative apartments (with staff assistance less than 24 hours per day).

Veterans' Services *Annual Report*

Michelle Miller, Veterans' Service Director

Mission

To provide benefits and services to all Westwood Veterans, Widows, and Dependents.

Goals and Responsibilities

- Secure and assist veterans, widows, and dependents with appropriate financial and medical benefits.
- The Department is required to offer services to all Westwood veterans, widows, and dependents.
- The budget fluctuates from year to year depending on the case load. An estimate is made as to the amount of money Veterans' Services will need for benefits in the coming year.
- The benefits are paid 25% by the Town of Westwood and 75% by the state of Massachusetts.
- The department operates directly under the regulations of M.G.L c.115 & 108 CMR and is supervised by the Massachusetts Secretary of Veterans' Services.

Veterans Services

- Coordinate all Memorial Day and Veterans Day activities.
- Provide cemetery plaques, markers, headstone flags, and flowers.
- Custodian of the U.S. Street flags displayed at various times during the year.
- Custodian of Veterans' Memorial Park.

Current Services/Programs

- Provide information and referrals on Veterans' benefits.
- Provide information regarding Veterans Administration insurance, pensions, education, and loan programs.
- Provide information on Veterans' hospitals, nursing homes, outpatient clinics, vocational, and counseling services.
- Obtain military and medical records.
- Distribute financial benefits to eligible recipients.
- File all appropriate documents with the State for reimbursement for benefit payments.
- Provide financial assistance for ordinary benefits, bills, etc.
- Coordinate Veterans' burial benefits as well as headstone and grave marker programs.

Prior Year Accomplishments

- Welcomed home Westwood's Service men and women from active duty.
- Aided, assisted and advised veterans, dependents and others.
- Provided administrative and budgetary support for the Memorial Day parade,

Veterans' Services *Annual Report*

ceremonies, and cemetery decorating.

- Worked closely with community human services organizations, including HESSCO, DET, COA, Social Security administration, and various housing authorities, to help secure benefits for clients.
- Assisted the American Legion Post 320 with Veterans Day services at Veterans Memorial Park
- Supplied information and applications to those eligible to receive a veteran's bonus, death benefits, insurance, pension, and DIC benefits.

Calendar Year 2017 Service Plan

- Aid, assist, advise, and support veterans and dependents seeking help.
- Continue to monitor state reimbursements of benefit payments.
- Continue to build a strong working relationship with community human service organizations.
- Continue maintenance of the Veterans Memorial Park.
- Continue the installation of Veteran Memorial Bricks at Veterans' Memorial Park

Michelle Miller, *Veterans' Service Director*

Paula Scoble, *Administrative Assistant*

Memorial Day Committee *Annual Report*

Veterans Services
American Legion Post 320
Harry Aaron
Dottie Powers
Officer Paul Sicard
Chris McKeown

Department Mission

- Organize parade and ceremonies memorializing those who gave their lives for their country.



New Westwood Cemetery where flags are replaced and geraniums planted annually for Memorial Day

Goals and Responsibilities

- Organize parade and ceremonies
- Provide Veteran grave markers and flags for veterans' graves and memorial squares.

Program/Service Areas

Parade/Ceremonies

- Organize parade participants and Memorial Day ceremonies
- Supply refreshments for parade participants.

Provide Decorations for Graves

- Grave markers for flags signifying service in appropriate wars.
- Flags and flowers for Veterans graves in both Westwood cemeteries.
- Flags on signs in Veteran Squares.
- Large Wreath for Monument at Veterans Memorial Park.



Prior Year Accomplishments

- Decorated veterans' graves in Westwood cemeteries with Flags, Grave markers, and flowers.
- Furnished Wreaths and flags on monument and signs in Veterans square.
- Planted flowers in park and squares

FY 201 Service Plan

- Hold Memorial Day Events on Monday, May 29, 2017. The Memorial Day Parade will begin at 10:00 A.M. at Town hall and will proceed to the New Westwood Cemetery for the traditional Memorial Day ceremony.

Committee:

- Veterans Services
- American Legion Post 320
- Harry Aaron
- Dottie Powers
- Officer Paul Sicard
- Chris McKeown

Culture and Recreation

Board of Library Trustees *Annual Report*

Amelia Rands, Chair
Mary Masi-Phelps
Jessica Cole

Wendy Thornton, Secretary
Mary Beth Persons
Paul Fitzgerald

Four years and counting . . .

The doors to the new Main Library opened on July 1, 2013. The original thinking behind building a modern, handicap-accessible library has led us squarely to where we are today: expanded collections and programming, accessible community rooms, and improved technological access throughout the building have more than delivered on the promise to provide remarkable services to each and every patron. Last year alone, the library saw an increase of 167% in adult program attendance versus last year's numbers, which, themselves, represented a substantial increase over historical numbers. Children's programs enjoyed a 36% increase, with the overall door count at an increase of 47% over 2015 levels.

Continued growth of numbers at the door and at the circulation desk confirms that you, the citizens of Westwood, did right by the town way back when. Thank you.

This year, the Director, Staff and Trustees undertook the task of developing a long-term strategic plan to recognize and address the growing, changing needs and desires of our patrons. This plan, completed and filed with the Massachusetts Board of Library Commissioners in October 2016, will inform decisions regarding future services, programs and resources for the next five years. Four key service responses were identified, and will serve as guidance on how best to utilize our opportunities and strengths; specifically, to

- Stimulate curiosity and imagination
- Support life-long learning
- Create young, engaged readers
- Provide a welcoming, comfortable physical space

Thank you to all the citizens who took the time to complete the community survey, to the many of you who participated in the Community Focus Group, and to the Staff, whose thoughtful, professional input resulted in no less than our mission and vision statements.

The Islington Branch Library continues to be in the front of our minds. Every year, the Trustees vote for a library presence in Islington by approving unanimously the annual library budget. In April 2016, the Trustees made a presentation to the Islington Center Task Force, an initiative formed to study Islington Center and explore options for redevelopment or re-use of town-owned properties. Wentworth Hall (Islington Branch Library) is among these properties. The goal of the Trustees' presentation was to shine light on the varied offerings of the Branch, and to share our feelings of the importance of the services that it delivers to the entire town.

Year after year, the Friends of the Westwood Public Library raise funds that supplement expenses not covered by the library's operating budget. Museum passes, author talks, summer reading clubs, Great Discussions group, assistive hearing systems and, yes, rocking chairs are among the many gifts made possible by the work of this dedicated group. Truly, they are heroes. We are grateful and indebted.

We would also like to recognize the ongoing commitment of the Westwood Public Library 21st Century Fund. First established in 2006 to raise funds toward the construction and furnishing of our new Main Library, this non-profit foundation continues to support the

Board of Library Trustees *Annual Report*

long-term goals of the Library by making funds available for library materials, services, programs, and equipment. The Fund also seeks to grow an endowment to ensure that the Library will continue to serve as a cultural center of the community for future Westwood residents.

Inclusivity has always been the Library's driving force; free access to ideas and knowledge is its reason for being. Under the leadership of Director Tricia Perry,

the library staff is uniquely skilled and positioned to continue to more than meet the evolving needs of the entire community.

Amelia Rands, Chair

Library Director *Annual Report*

Library Director
Patricia Malone Perry

Mission

The Westwood Public Library provides high quality resources and diverse and creative opportunities for residents of all ages:

- to satisfy their recreational interests and find information on popular cultural and social trends
- to use information on topics related to their work, school and personal lives
- to fulfill their need for personal growth and development
- to develop an understanding of their heritage and that of other cultures
- to join the community to discuss issues of common interest

With a broad collection of physical and electronic materials and programs, staff supports the pursuit of life-long learning. The Library serves the community as a meeting place for residents, municipal bodies and civic organizations.

Library Materials and Collections

Circulation of materials housed at the Main Library and the Islington Branch continue to increase with 243,727 items circulating in 2016. And while children's books remain the single most checked-out item in Westwood, there has also been an increase in the number of books being checked out to teens and young adults.

Library materials and collections are carefully curated by professional library staff to reflect the changing preferences and needs of the patrons we serve. This past year the Library's Technical Services staff added over 9,400 items to our collections. Several collections were revamped and revitalized based on input from staff and patrons, including travel materials, educational and testing materials, and large-print resources. New large-print titles are now shelved on the first floor in the "new materials" section adjacent to the Circulation Desk for easy access.

The Children's Department established a collection of "middle school books" enabling staff and patrons to more easily identify reading options for students in grades 5 and 6.

The Westwood Public Library remains committed to expanding the selection and variety of materials available electronically. This year there was a significant (86%) increase in the usage of e-content by Westwood patrons. E-content platforms currently include Overdrive, Hoopla and Zinio (a digital magazine collection). Materials include eBooks (fiction, non-fiction, graphic novels, comics), downloadable audiobooks and music, digital movies and TV shows, and downloadable magazines. Materials for adults, teens and children are available, and library staff can provide technology assistance to help you get started.

New in 2016 is a mobile app for the Minuteman Library Network. Patrons can use the app to search the catalog, place holds, and manage their accounts from their mobile devices. A digital library card option is also available.

Library Director *Annual Report*

Library Programs and Services

Strategic Plan

The Westwood Public Library Strategic Plan for 2017-2021 was submitted to the Massachusetts Board of Library Commissioners (MBLC) and copies of the plan uploaded to the Library's website. On behalf of the Library Trustees and Library staff, I would like to thank all of the community members who contributed to the development of this new strategic plan, either by responding to the library survey, talking with Trustees and staff, or through their interaction as part of the Community Focus Group.

High School Extended Study Period Hours

The Library and High School PTO continue to collaborate on extended study nights for High School students during the mid-year and final exam periods, with the Library remaining open until 11 pm on these extended study nights.

Reader's Advisory Workshops for all Library Staff

In 2016, the Westwood Public Library was awarded a Library Services and Technology Act Grant (LSTA) from the Institute of

Museum and Library Services to conduct Readers' Advisory (RA) Training for all library staff. The grant (\$7500) is administered by the Massachusetts Board of Library Commissioners. Throughout the year, library staff participated in a number of workshops to develop a greater understanding of Readers' Advisory tools and services.

In December, Stephanie Anderson, Assistant Director for Public Services for Darien Library in Connecticut, provided a half-day symposium for library staff discussing why RA is so important and how to do it more effectively. Stephanie's Readers' Advisory Toolkit presentation created an opportunity for staff to explore opportunities for increased community engagement. Outcomes have included expanded staff book displays and enhanced programming opportunities, such as author talks and book talks facilitated by multiple staff members.

Library staff are also actively working with several local bookgroups to provide multiple copies of titles in advance of book group discussions. Please contact Karen Gallagher, Head of Circulation Services if you are interested in setting up advance holds for your bookgroup. Karen will be delighted to assist!

Technology Improvements

Free Wi-Fi at the Library: Patron use of the library's free Wi-Fi represented over 20,000 logins in 2016. In order to allow patrons continued expanded access, increased bandwidth has been added to improve the Wi-Fi experience for all of our patrons.

Fax Services: In response to patron requests for fax services, a "Scan to Fax" option is available at the scanning station located on the second floor.

Adult/Reference Services Update

Travel Collection

Travel books are one of the best-used collections at the Library. The collection has been

Library Director *Annual Report*

completely updated, with more than 400 new items added. Books include publications from a wide variety of well-known publishers, as well as a new series, “Not for Tourists,” featuring Boston, Brooklyn, Chicago, New York, Philadelphia and Washington, D.C.

If you are preparing to travel abroad, Mango Languages provides language instruction in more than 60 foreign languages and is available online through the library’s website or as a mobile app. Learn a language, at any skill level, at your own pace.

Readers’ Advisory (RA) Focus:

Library staff currently facilitate 4 adult book clubs: The Islington Branch Book Club, the Friday Morning Book Club, the Monday Mysteries Book Club, and the Islington Branch BookShare. Each book club has a loyal following, and new members are always welcome. In December, the first Westwood Library Yankee Book Swap was held. Participants provided wrapped books to be shared and “swapped,” and all participants left with new books to enjoy over the holiday season. Library staff plan to make this an annual event.

Year of Wellness:

In early 2016, the Library launched a series of programs called, “Live Simple, Live Better: A Year of Wellness at the Westwood Public Library.” Initiated by Lizzy McGovern (Head of Children’s Services) and Molly Riportella (Head of Adult Services), this program series included an engaging lineup of events and programs for all adults, particularly Westwood’s busy parents. Topics included stress relief, home life organization, and healthy family meals – subjects that often cross the minds of busy caregivers.

Great Decisions:

The year, the Adult Services Department launched Great Decisions (America’s largest discussion program on world affairs) at the Westwood Public Library. Structured as a discussion group, topics are first presented in a briefing book provided to each participant, and then participants meet as a group to discuss each topic. In 2016, 220 patrons attended eight sessions.

Funding for the 2016 program was provided by the Foundation for Westwood Education. The program will continue in 2017, with additional funding provided by the Friends of the Westwood Public Library.

Library E-Newsletter:

Visit the Library’s homepage at **westwoodlibrary.org** to opt into the Library’s weekly e-newsletter, *Book Sizzle*. You’ll see what’s trending for new titles and authors, along with a preview of upcoming library events.

Children’s Services Update

6th Grade Visits:

In early October, Westwood sixth grade students spend a morning at the library where they are introduced to library resources, including print and digital collections, databases, the Teen Room, and have an opportunity to see first-hand how the automated sorter and self-check work. Dynamic “Book Talks” are presented by library staff and often conclude with a round of applause from the students! Special thanks to Lizzy McGovern (Head of Children’s Services) and Cathy Bolger (Middle School Librarian) for making this such a successful and fun annual adventure for all involved!

Intro to Engineering with Legos:

Another highlight was a multi-week workshop led by members of the Westwood High School Robotics Team. Students in 2nd and 3rd grade worked with Legos to better understand concepts of engineering; both the building side of engineering and the programming/computer science side. The Robotics Team hopes to repeat this workshop again in the spring.



Harry Potter Book Night:

In February 2016, the Westwood Public Library hosted the first Harry Potter Book Night, which has become an annual signature event! It is a night to celebrate J.K. Rowling's wonderful series—and an opportunity to pass the magic on to young readers who haven't yet discovered these unforgettable books.

Young wizards, witches, and muggles are treated to an evening of games, activities, readings, and quizzes. It all begins when the Sorting Hat decides which house you belong in—and concludes with the awarding of the House Cup to the victors who compete on a variety of challenges throughout the evening. The event is very popular and includes families and children of all ages.



Hogwart's Professors at the Westwood Public Library: Jenny Durant, Suzie Canale, Hannah Gavalis, Karen Cagan, and Lizzy McGovern

Library Director *Annual Report*

Teen Services Update

Proximity to the Middle School and High School allow for easy transit to the library for teens. On early-release days, the number of students who come to the library increases significantly, with approximately 100-120 middle school students walking to the library with friends.

Teen programming initiatives continue to be developed, with additional support from our Adult Services and Children's Librarians. The "Just For Fun" Teen Book Club and the Teen Advisory Board (TAB) meet on early release Wednesdays, and activities for teens are also part of ongoing "Casual Fridays." One of the year's highlights was a presentation on empathy which was developed by Joe Lawlor. Joe is a teacher at the Thurston Middle School and author of the popular teen novel *Bully.com*.

Summer Reading

This year's summer reading programs included children's and teen reading programs as well as a new adult summer reading program.

Children's Summer Reading: 955 participants

The friendly competition for "Summer Reading Champion Lives Here" lawn signs is now in its second year. The signs are provided by the Friends of the Westwood Public Library and are awarded to children who read for 50 hours. This summer, 225 readers proudly displayed these signs on their front lawns!

Due to the enthusiastic response, plans are already underway to expand the program, and we hope to see many more "Summer Reading Champion" signs pop up in neighborhoods all across Westwood this coming summer!

Adult Summer Reading: 120 participants

The theme for our adult summer reading program was "Exercise Your Mind- Read!" and patrons ages 18+ were invited to participate at both the Main Library and the Islington Branch Library by submitting book reviews for a "Patron Picks Display," or by completing tasks on the 2016 Westwood Library Summer Reading Challenge. Included in the 12 reading challenges were several types of books to read and library apps to download and use. Library staff plan to expand the adult summer reading program in Summer 2017.

Teen Summer Reading: 48 participants

The theme for the 2016 Summer Reading Teen Program was "Get In The Game – READ!" Incentives included a "free" book donated by the Friends of the Library for every book read. In addition, bonus prizes were given out to students who shared written reviews of



Library Director *Annual Report*

books. Special thanks to the Westwood Friends of the Library and Rockland Trust Bank for prize donations.

Islington Branch Library

The Islington Branch Library continues to attract many dedicated patrons and storytimes with Miss Jenny are a favorite destination for many youngsters on Thursday mornings. Several new programs were added this past year, including “Firefly Storytimes” held on warm summer evenings at the School Street Playground, “Pajama-Rama Storytimes,” and a “Learn to Knit” program that paired advanced knitters with elementary and middle school students. Other new programming initiatives included mini-golf, a life-sized Candyland game, Family Fort Night and Family Yoga.

The adult book group meets monthly at the branch library and the group is going strong and continues to add new members, and the bi-monthly adult “Book Share” program is the basis for many of the recommended titles displayed at the circulation desk. Sit and Knit continues to meet every Thursday morning, and an adult coloring program is held once a month.

Discussions of the future of branch library services and Wentworth Hall continue as part of the Islington Center Task Force (ICTF) meetings. The ICTF is an advisory committee established in 2015 by the Board of

Selectmen to review and discuss physical attributes and uses of private and municipally-owned properties in the vicinity of the Washington Street, East Street, and School Street intersection. Library representation on the ICTF includes Trustee Mary Beth Persons (voting member) and Library Director Tricia Perry (ex-officio).



Learning to Knit at the Islington Branch Library

Talk with a Trustee

Members of the Library's Board of Trustees continued their bi-annual "Talk with a Trustee" sessions as a format to meet with Westwood residents and library patrons on Saturday mornings to discuss library-related issues or concerns.

Library Trustees

We are so appreciative of all of the work done by all of our Trustees and are thankful to them for their passionate and articulate support of libraries and literacy! In May 2016, we bid adieu to two members of the Board: Karen Coffey and Rich Wade. Karen served on the Board of Library Trustees for nine years (2007-2016), and Rich served for three years (2013-2016). Both were passionate supporters and spokespersons for the library and were instrumental to the successful construction of the new library. We thank them for their service, and for the spirit of collaboration and enthusiasm that they embraced during their tenure as Trustees.

Library Director *Annual Report*

Library Board of Trustees -- 2016

Amy Rands, Chair

Wendy Thornton, Secretary

Karen Coffey (Term Expired May 2016)

Jessica Cole

Paul Fitzgerald

Mary Masi-Phelps

Mary Beth Persons

Richard Wade (Term Expired May 2016)

Library Staff

In September 2016, Nancy Hogan retired from her position as Head of Circulation Services. Nancy was well-known to many Westwood patrons, and “*Pageturners*,” a quarterly program highlighting favorite titles and authors, was eagerly anticipated by patrons and staff alike. Nancy loved to put together book displays and book lists, and her ability to put “just right” books into the hands of every reader is a wonderful example of how she would always go the extra mile to engage Westwood patrons and share her love of reading and literacy. Nancy, we wish you all the best in your well-deserved retirement!



Circulation Staff [L-R] Caroline Tighe, Carol Devlin, Nancy Hogan, Susan White, Karen Gallagher, and Andrea Varkas

Following Nancy’s retirement, the Library conducted an extensive search for a new Head of Circulation Services. The result of this process led to the appointment of Karen Gallagher as the new Head of Circulation Services. Karen is a familiar face to many of our patrons, as she has worked in the circulation department since 2006. Born and educated in Galway, Ireland, Karen’s lilting voice is immediately recognizable! Karen’s enthusiastic “can do”

Library Director *Annual Report*

attitude and genuine interest in promoting the library's services and collections makes every day an adventure for all who interact with her. Enhancing the quality of patron services is something that Karen is very passionate about, and she has many ideas for improvements!

Also new to our Circulation staff are part-time Library Assistants, Patricia Wade and Leslie Condon. Patti and Leslie will also be well-known to many of our patrons, as both are long-term residents of Westwood and have been involved in many local organizations and activities. Avid readers who truly love libraries, both Patti and Leslie are excited to share their enthusiasm for libraries and literature with all of our Westwood patrons.

2016 Library Staff – Westwood Public Library

Vicki Andrienas	Reference Librarian
Karen Cagan	Library Assistant
Suzanne Canale	Library Assistant
Leslie Condon	Library Assistant
Claire Connors	Head of Branch Library Services
Kevin Craven	Library Custodian
Stephanie Csaszar	Reference Librarian
Shirley DeFeo	Library Assistant
Carol Devlin	Library Assistant
Theresa Duane	Library Business Administrator
Jennifer Durant	Library Assistant
Karen Gallagher	Head of Circulation Services
Hannah Gavalis	Children's Librarian
Nancy Hogan	Head of Circulation Services (Retired)
Elizabeth Keefe	Technical Services Assistant
Teresa Kerrigan	Reference /YA Librarian
Joyce Levine	Library Assistant
Patricia London	Reference Librarian
Marie Lydon	Reference Librarian
Tina McCusker	Reference Librarian
Elizabeth McGovern	Head of Children's Services
Joe Moore	Library Custodian
Tricia Perry	Library Director
Helen Rezendes	Reference Librarian
John Riordan	Senior Library Custodian
Molly Riortella	Head of Adult Services
Kathy Rose	Technical Services Assistant
William Sheehan	Library Custodian
Linda Skerry	Library Assistant
Caroline Tighe	Library Assistant
June Tulikangas	Head of Technical Services
Andrea Varkas	Library Assistant
Patricia Wade	Library Assistant
Patrick Wade	Late Closer
Nancy Weinreich	Reference Librarian
Susan White	Library Assistant

Friends of the Westwood Public Library

Passion and commitment are two words that describe our Friends of the Westwood Public Library. Many will remember this year's event featuring Vicki Croke, author of ***The Elephant Company***. A standing-room only crowd was on hand for the author visit – and the donated door prizes of several beautiful elephants (stuffed animals) generated a great deal of community engagement! The Friends sponsor many of the programs, events and activities that take place throughout the year, including author visits, booktalks, summer reading, storytimes and so much more.

Several community outreach activities have been initiated by the Friends, and they continue to partner with community groups and local businesses to provide support and sponsorship opportunities to expand the popular Museum Pass Program. We are so very thankful to the Friends for their continued support of library programs and resources. Your efforts truly do make a difference! If you are interested in learning more about the Friends of the Westwood Public Library, please check out the Friends Facebook page at www.facebook.com/WestwoodLibrary.

Volunteers

The work done by our volunteers is invaluable, and we are very grateful for your time, energy and work in support of the Westwood Public Library. Twenty-six volunteers contributed nearly 2000 hours of volunteer service this past year. Some of the tasks that were accomplished include daily shelving of library materials at the Islington Branch Library and at the Main Library, shelf-reading to ensure that items are in the proper location, weeding of the collection, and preparing new books for circulation. We are thankful to each and every volunteer for their time and commitment.



*2016 Gingerbread House Display at the Westwood Town Hall
Gwendolyn --the Library Elf -- with her gingerbread bookshelf*

Library Director Annual Report

Westwood Public Library					
		2013	2014	2015*	2016
TOTAL WESTWOOD CIRCULATION		196,270	242,642	227,436	243,727
Circulation - Main Library	Adult	71,762	103,848	93,772	101,622
includes circ, self-check, remote renewals	YA		12,886	8,382	9,056
	Children	62,552	94,012	91,461	109,478
	Total	134,314	210,746	193,615	220,156
Circulation - Islington Branch	Adult	36,696	18,261	20,630	14,161
includes circ and remote renewals	YA*		2,360	889	631
	Children	25,260	11,275	12,302	8,779
	Total	61,956	31,896	33,821	23,571
Information Questions					
Main Library	Adult	4,718	4,782	6,639	7,152
	Children	5,193	5,301	6,106	9,657
	Total	9,911	10,083	12,745	16,809
Meeting Room Use - Main Library	Library Programs	137	144	241	543
	Community Programs	177	187	283	452
	Study Room	404	388	610	950
Library Program Attendance					
Main Library	Adult	754	828	467	1,247
	YA		68	420	618
	Children	5,939	6,265	7,548	10,253
Islington Branch	Adult	92	96	306	511
	YA*			-	
	Children	1,163	1,296	933	1,591
	Total	7,948	8,553	9,674	14,220
Door Count - Main Library		115,164	140,816	82,478	120,927
Museum Passes			514	1,330	1,285
Website	Sessions		32,057	62,976	81,284
	Users		18,773	39,853	48,994
Public Computer Usage	Sessions		9,660	8,411	9,714
	Minutes		381,536	404,770	522,691
E-Content	Overdrive	4,178	7,020	9,238	10,989
	Zinio - Digital Magazines				277
	Hoopla				5,886
* YA figures were included in Adult for prior years.	Total	4178	7,020	9,238	17,152
*Main Library construction - closed for 11 weeks in 2015					

Westwood Cultural Council *Annual Report*

Lisa W B Walker
Sheila Matthews
Melanie Guerra
Jennifer Powers

Anne Innis
Nancy Donahue
Margaret Rustrian
Joan Murphy

Mission

The Westwood Cultural Council (WCC) is part of a larger grassroots cultural funding network in Massachusetts. The mission of this network is to provide funding for rich cultural experiences through a grant program. WCC receives public funds from the State of Massachusetts and the National Endowment of the Arts.

The mission of WCC is to bring quality programs in the arts, interpretive sciences and humanities to Westwood residents through a grant process. Grant requests are thoroughly reviewed by council members who assess applications by considering various criteria, such as: the potential for excellence, evidence of a sound track record in their field, financial need, educational opportunities presented, and the community involvement demonstrated by each applicant. These criteria were examined on May 11, 2015 during an open community input meeting that took place at the Westwood Public Library.

Grants

In 2016, WCC received 23 applications totaling \$14,000.00 in grant requests. The council allocated \$4,500.00, the amount allotted by the state of Massachusetts, to 11 grant requests that best represented the council's funding priorities. The funds were distributed as follows:

The Council on Aging will host two performances this year: *The Doolin Lads*, John Ebersold and Tim Loftus for the St Patrick Day luncheon on March 16, 2017, and, *Tommy Rull* at their annual Halloween Party on Tuesday, October 31, 2017. Mr. Rull has a "Sinatra-like" voice that **seniors** love and sings songs from the 40s, 50s, and 60s. His "*Musical Journey through the years*" consists of a wide variety of many different cultural styles of music and vocal performance. The Doolin Lads perform Celtic-based music featuring guitar, vocals, flute, whistle and bodhran. Their music is toe-tapping gigs, reels and hornpipes to songs of the sea and heartfelt ballads that can be listen to or sung along to.

The Westwood Public Library will host an *International Labor Poster Exhibit* featuring Black Leaders. The display will feature 30-framed posters depicting black workers' struggles organized by *Steven Lewis*. The exhibit will be in the library gallery space in February 2017 to coincide with Black History month. **All residents** will benefit from this historical display.

Talking Hands Theatre will visit **students, aged 3-5** at the Westwood Integrated Preschool on February 16, 2017. Young students will engage their minds; imaginations and sense of humor with *Anna Sobel* as she utilizes puppets, musical instruments and storytelling to create cultural awareness, talk about the environment and emphasize the positive outcomes of generosity.

Westwood Cultural Council *Annual Report*

Artist *Gregory Maichack* will work with **adults and seniors** at his pastel painting demonstration and fine art workshop entitled, “*Pastel Painting the 45 million dollar flower*” on April 4, 2017 from 12:00PM to 2:00PM at the Westwood Public Library. Participants will produce a pastel painting of Georgia O’Keeffe’s Jimson Weed/White Flower No.1 that sold for \$45.4 million dollars. Professional grade pastels, paper and pencils are included with the art instruction.

Janell Scannell brings her Pop Up Art School to the Westwood Public Library on Saturday, March 4, 2017. **Children ages 8-12** will experience an educational presentation about an inspirational artist including examples of their work, life history and how they have contributed to the art community. After the presentation, students will be given instructions to create a piece of art inspired by the artist discussed.

Katie Thurston, Westwood K-12 Art Department Head was awarded partial funds to take **263 seventh grade Thurston Middle School students** to Hale Reservation on May 19, 2017. The field trip will provide the setting for *A Plein Air Project*. The artwork will be on view at the Westwood Land Trust sponsored “Capturing Nature in Westwood” Exhibit at the Westwood Public Library in October 2017.

The Westwood Historical Society will host a *monthly speaker series* at the historical Fisher School. **Adult residents** interested in early American history and Boston history will enjoy lectures by noted speakers such as Gary L. Hylander. The series will take place in 2017.

K through 5th grade students at the Martha Jones School will meet the *Fabulous Chinese Acrobats* on the spring of 2017. While the acrobats use combinations of balancing, contortions, foot-juggling and acrobatics, the team leader will give the students vignettes about Chinese culture, language, schools and customs between the routines. This will be presented in two 45- minute performances.

Sheehan Elementary School **K through 5th grade students** will explore international folk dance (grades K-2) and African American Culture through African dance and hip hop (grades 3-5) during a *5 day residency of Mass Movement*. The program will include a school-wide assembly performance and two interactive, movement-based dance workshops per class with instructors from Mass Movement, Inc. The residency will begin on March 27, 2017.

The *Fuller Craft Museum* will be added to the Westwood Public Library’s *Museum Pass program* for 2017. The Museum Pass program seeks to provide diverse destinations for exposure to the cultural and artistic resources that are located in proximity to Westwood. The Fuller Craft Museum, located in Brockton, Massachusetts, opened to the public in 1969 and focuses on collecting contemporary craft by makers who work primarily with their hands in materials that are tactile and familiar (wood, metal, glass, ceramics, and fiber). This pass will allow **any Westwood resident** with a library card (limit 2 per day) free admission to the museum.

Westwood Cultural Council *Annual Report*

Westwood-based *Bow Seat* will be leading a writing-generative workshop at MassPoetry's Statewide Student Day of Poetry on December 15, 2016. This workshop will educate participants about ocean pollution, and how poetry can be a powerful tool to raise awareness of the problem in ways that inspire the public to take action. The poetry created during this workshop can be submitted to Bow Seat's annual Ocean Awareness Student Contest. The Westwood Cultural Council is connecting this Westwood based company to the Westwood Public School system. Bow Seat will be providing **middle and/or high school teachers/students** with poetry zines from the student contest.

Residents are invited and encouraged to attend any program.

Changes to the Grant Process

This year marked a change in how our council received applications. The Massachusetts Cultural Council changed to an "online only" registration. The response increased our application numbers two fold.

Our council made a change in how we oversee grants. Each grant will have a council member associated with it. This will give grantees a direct contact, and, it will help our council by facilitating the grant reimbursement process in a timely manner as well as a better way to assess the grantee and their program's worth to the community.

Recreation Department *Annual Report*

Nicole Banks, Recreation Director
Taryn Crocker, Program Administrator
Jan Parr, Recreation Assistant

Susan Perry, Aquatics Manager
Beth Roper, Business Manager
Kristin Scoble, Program Manager

Recreation Department and Commission

The Recreation Department is proud to organize and deliver year-round recreation programming for Westwood residents. The department strives to provide diverse and stimulating programs and events that span all ages and interests. The schedule of offerings is comprised of many long running programs such as swim lessons, but also changes seasonally and annually with new programs being rolled out. We are excited to provide new programs and appreciate input from community members either through contacting the department directly, or by participating in our user surveys.

Department operations include an indoor swimming facility, fields and facilities scheduling and maintenance for recreation and sport use as well as providing long-term fields and recreation facilities planning and management. Staff performs administrative duties including customer service, marketing and outreach, financial budgeting, record keeping, and reporting. Staff are also active in the regional Recreation and Parks association.

The Recreation Commission is an advisory and policy-making board representing the residents of Westwood and consisting of seven residents appointed by the Board of Selectmen who advise and support the year-round department programs, activities, and community events. The Recreation Commission also assists the department with the management and use of fields and recreation facilities on Town sites. Recreation Commission members are regularly assisting department staff at our community events and provide a great service to the community.

The goal of the department and commission is to provide diverse programming that stimulates physical, social, creative, athletic, and educational development.

A Message from Recreation Director Nicole Banks, CPRP

The Recreation Department is pleased to present this year's annual report. The department strives to provide affordable and engaging programming that meets the interests of the Westwood community. Parks and Recreation participation helps foster a sense of community, positively impacts health (reducing health care costs), reduces crime, stimulates the economy, and improves overall quality of life. To accomplish our mission the Recreation Department leans heavily on the support and cooperation of the School Department, DPW, Finance, IT, Board of Health and Emergency Services. The Recreation Commission and staff appreciate the efforts of countless volunteers, citizen groups, organizations and local businesses who donate their time, energy, and resources to maximize the quality of activities and events run by the department. These groups also contribute toward the improvement of town facilities including playgrounds, ball fields, and park amenities.

The Recreation Department and Commission has been working with stakeholders, neighbors, and the general public to develop a plan to refurbish town tennis courts. We appreciate the community input received through our online survey and in person at the tennis courts public meeting held this past year. Working in collaboration with DPW, School Department, and Town Administration, we hope to have refurbishment work underway next year.

Recreation Department *Annual Report*

The Recreation Department, working closely with the commission and HR, undertook an extensive department organizational assessment in 2016. The timing of this assessment was precipitated by the departure of two longtime staff members' leaving to pursue new opportunities. We are appreciative of the hard work and dedication of Mike Griffin and Julie Harrington and wish them well in their new endeavors. Julie will still be poolside helping run the swim team. The organizational assessment incorporated input from commission members and staff (including departed staff), an examination of industry standards and surrounding community structures, and an evaluation of how the program and service offerings have evolved. The outcome of the analysis includes the following implemented changes: vertically aligning program staff with a program administrator now guiding all non-aquatic program and facility offerings; upgrading our aquatics assistant to a management level position to engender increased staff management and oversight. We are excited and confident that these changes will help us in our goal of more effective delivery of programming to the community. We also wish to enthusiastically welcome new Business Manager Beth Roper to the team.

Another key focus of the department over the past year has been to audit our energy consumption and look to reduce our carbon footprint. We have worked closely with the town's energy consultant, Tom Philbin, to identify ways that we can reduce energy use and realize concomitant savings. One of the big projects that will help reduce our energy costs is the newly installed solar array on the roof of the aquatics center. We have also upgraded a number of pool system components including a state of the art UV filtration system and chemical control unit that allows online monitoring of all chemical and filtration systems. We are working on a number of projects in the coming year that will also reduce our energy usage and we will continue to identify and utilize any and all grants available in our goal of increased sustainability.

To better fulfill our mission, the Recreation Department is working on a long-term plan to establish, either through new construction or by repurposing a town-owned building, a Community/Recreation Center. The amenities of such a center would provide new and expanded opportunity to build out our program offering. Such amenities envisioned include a regulation size gymnasium, track, kitchen, and multipurpose rooms. This dedicated recreation facility would allow the Recreation Department to offer a fuller menu of recreation and cultural activities for all ages.

Administration and Finance

The Administration and Finance division provides structure, organization, and support to all areas of the Recreation Department.

This division manages all financial activities related to the daily business operations. Additionally, it develops, proposes and implements registration and fiscal policies and procedures for the department.

Budgets, reports, and statistics are generated to assist in the development, implementation, and evaluation of Recreation programs and services. The goal of this "fee for service" department is to offer affordable programming to all residents. Scholarships are available for residents in financial need.

- Generated \$334,812 during four day March into Summer event
- Recreation Scholarships: \$17,748 program fees waived to assist Westwood residents in

Recreation Department *Annual Report*

financial need.

- Westwood Community Chest: \$14,920 donated to assist 35 participants with summer recreation programs.
- Sponsors:

Roche Brothers	New Year's Fireworks	\$5,000
Rockland Trust	New Year's Fireworks	\$750
Wegmans	March into Summer	\$3,500

- Westwood Young Women's Club donation of \$1,700 was generously gifted to Recreation Department for improvements at the School Street playground.
- Raised \$3,500 in advertisements to offset the printing expenses for the brochure and community guide that is published four times a year.

Marketing and Special Events

This division manages and coordinates all marketing, advertising, and promotional work. Strategies are formulated to increase awareness of recreation programs and services.

The department's website remains the focal point of our marketing strategy while Facebook and Twitter are used to keep our customers apprised of current and developing recreation news and updates. We are working to increase our presence on these social media platforms to connect with the highest number of users possible as social media continues to climb as the gateway to information.

Program marketing includes: seasonal brochures, listserv, website, online registration, Facebook, Twitter, Instagram, Westwood Media Center, school district bulletin, Westwood Press, Hometown Weekly, Preschool Network, Early Childhood Council, Integrated Preschool, PTO, flyers, posters, yard signs, email, phone, and office inquiries.

- Promoted Westwood Recreation and summer programs at Dedham's Camp Fair.
- Conducted program survey in spring and community feedback was reviewed and action items implemented for fall and winter seasons.

2016 Special Events

March Into Summer, Fishing Derby, Summer Band Concerts, Fireman's Foam, Westwood Day, NYE Fireworks and, new this year, the Holiday House Decorating contest.



Westwood Day 2016, the 5th annual celebration, was a huge success with more activities, vendors, sponsors, participants and volunteers than ever before. The weather cooperated to provide us with a picture perfect fall day and we estimate that total participation numbered above 5,000.

Recreation Department *Annual Report*

The Friday evening fireworks display, early Saturday 5K road race and all the festivities throughout Saturday were well received. Highlights included a roaming railroad, a Burn House demonstration with Westwood Fire, and live local talent performing on two stages. Vendor Village welcomed over 130 vendors and the Food Court offered an array of delicious dining options from pizza to lobster rolls.

Westwood Day is planned and coordinated by the staff of Westwood Recreation with the help of the other Town Departments, Emergency Services, Westwood Public Schools, the Recreation Commission and community volunteers.

Westwood Day 2016 Important Facts

- Friday and Saturday, September 23 & 24
- 5th annual event was the largest and most successful event thus far
- Committees headed by Recreation Staff: Activities, Vendor Village, Food Court, Entertainment, Sponsorships, Facilities, Volunteers, and Marketing
- Event budget has a balance of \$15,954 to start 2017 event planning
- 200 plus adult and student volunteers contributed to the success of event

Programming and Services

This division serves the community through diverse, innovative programming which addresses the needs and interests of the entire community. A wide variety of activities encourage participants to spend their time in a positive, productive, and enjoyable manner.

The Recreation Department implements the Field/Facility Permit Policy and issues permits for sports organizations and renters who wish to use Town and School fields. Additionally, Recreation and Department of Public Works work collaboratively to inspect and maintain the Tot Lot and School Street playgrounds.

The Islington Community Center (ICC) provides space for recreation programs, drop-in activities and community programs for all ages. As program space continues to remain very limited, the space at the ICC is invaluable. The ICC is also used by community groups including the Boy Scouts of America, Girl Scouts, AA meetings, as well as serving as a venue for hosting parties and family events. The ICC was provided for a number of the Girl Scouts troops to hold their meetings while the new scout house was under construction.

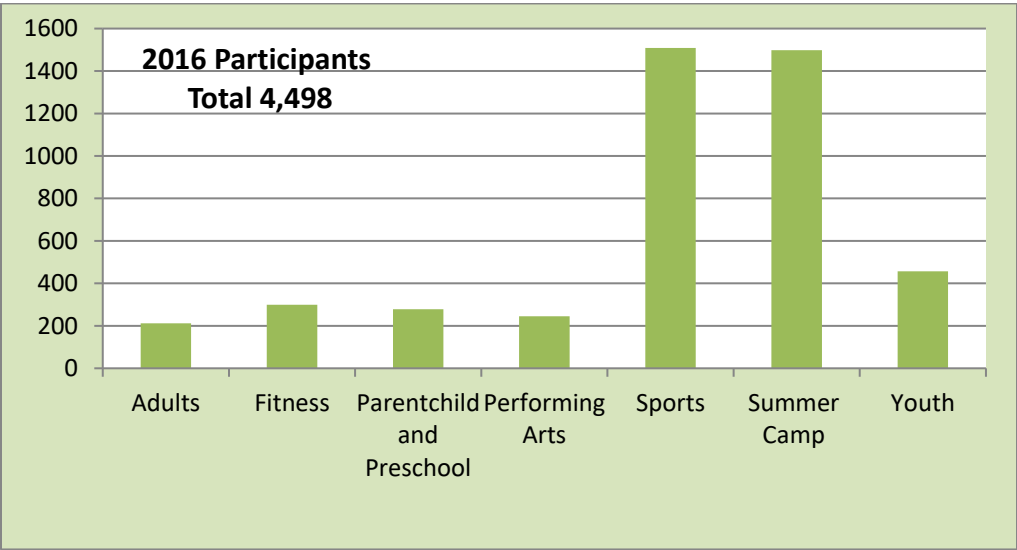
2016 Program Highlights

- Summer Camp has continued growth in numbers. Summer camp 2016 had to limit total numbers due to the Westwood High School Gym floor renovation.
- Coordinated with the Westwood Public School Enrichment program staff and transported 50-65 participants to the 12:00-5:30 component of the Summer Camp as well as over to our new Playground Program.
- Preschool offerings have been increasing with our new preschool coordinator.
- Preschool vacation weeks were very popular throughout the year.
- Clay youth programs and summer art classes have been successful all year.
- Musical Theater was offered 6 weeks and received raving reviews by parents and the 148 participants.
- Summer Playground Program relocated to Deerfield School to accommodate

Recreation Department *Annual Report*

increasing numbers and for the convenience to Thurston Middle and High School. Added time slots included 7:30-5:30 for working parents and 12:00-3:30 with transportation provided from the School Enrichment program (TMS) to Deerfield. Playground’s expansion has served families with full day programming needs and as an option for families waitlisted for summer camp.

- New programs offerings that were well received included Teen Yoga, Spring Training Baseball Clinic, Essentialtweenz, Animal Adventures and Halloween Art Class.
- Summer favorites were Safety Town, Top Secret Science, Sports Clinics, Counselor-in-Training, Musical Theatre, Camp and Playground.



2016 Fields and Facilities Highlights

- Pool lobby improvements included new television with mounting system to support training and programming needs as well as the addition of a window shade system to mitigate the sun exposure and heat buildup in the area.
- Spring, Summer and Fall field permits were finalized and field calendars posted.
- Westwood Lodge field use agreement – confirmed for 3 year renewal.
- Westwood Little League Championship hosted at Morrison Park 7/28/16 – 7/31/16.
- Deerfield softball fields reconstruction was completed and opened for spring sports.
- Deerfield Grand Opening was combined with the WLL Parade at Deerfield in spring.
- WHS tennis courts crack repair was completed in the spring and new tennis court windscreen was purchased from the fields account.
- Worked with the Permanent Building Commission to propose a safety fencing plan for the softball outfield at Morrison. A new safety net with pole safety padding was installed to mitigate the outfield interference from the fire station construction.
- Purchased soccer goal for Flahive Field following wind storm damage to existing goal.
- Purchased 2 soccer goals for Sheehan Field for recreation and youth soccer.
- Playground inspections were conducted and necessary repairs were completed.

Aquatics

The Aquatics division provides recreational swimming, competitive swimming, water aerobics, and water activities for all ages. The facility is an authorized provider for the American Red Cross, offering swimming programs including: Parent/Child and Preschool Aquatics, Learn to Swim Levels 1-6, Water Safety Courses, Lifeguarding, Water Safety Instructor Training, CPR/AED and First Aid.

Specialized programs such as: Pool Parties, Tri-Athletes Kids Club, Water Polo, Springboard Diving, Swim Clinic, Aquanauts, Senior Swim, Swim-In, Underwater Hockey and Scuba Diving provide unique programming to the community. Additionally, daily open and lap swim allows individuals the opportunity to swim seven days a week year round.

2016 Monthly Statistics - Open & Lap Swim

Month	# Members	# Day Passes
January	961	150
February	850	175
March	1036	149
April	1007	168
May	1082	177
June	1029	147
July	1409	164
August	1481	248
September	1108	109
October	1094	126
November	1120	125
December	1112	130
Totals	13,289	1,868

This wide array of aquatic programming for people of all abilities promotes health, wellness and provides opportunities for socialization in a clean, secure, and comfortable environment.

The Aquatics Team includes the aquatic manager, the aquatic specialist, water safety instructors, lifeguards, water safety instructor aides, and pool volunteers. The pool is utilized by the Westwood High School swim teams and students, Boys Scouts of America, Westwood residents, and residents from neighboring communities.



2016 Aquatic Highlights

- Pool capital improvements included state-of-the-art ultraviolet sanitation system and chemical controller which were funded through the Recreation Revolving account.
- Supervised the installation of the handmade benches for the pool deck donated by a recreation swim team parent to provide more deck seating during swim meets.
- Facilitated 47 pool parties, 27% increase from 2015.
- Conducted 139 private or semi-private individualized swim lessons.
- Managed the Winter Swim Team with 250 participants ranging in age from 5-18 years who participated in the 18 week competitive swim program.
- Managed the Summer Swim Team with 63 participants utilizing the opportunity to experience competitive swimming in a relaxed environment.
- Instructed 704 participants in American Red Cross Learn to Swim Programs.
- Directed 5 annual group rental contracts.
- Initiated innovative aquatic programming: Swim In – a Night at the Movies, Swim Clinic, and Triathlon Kids Week.
- Conducted American Red Cross Lifeguard Training Programs and Lifeguard Training Review Programs, certifying 27 candidates in 2016.
- Susan Perry, Aquatics Manager, participated in SAPC – Substance Abuse Prevention Collaborative.
- Collaborated with Council on Aging on programming.
- Coordinated with officials on Town's solar panel project and power shutdown.
- Supported Boy Scouts of America and Girl Scouts of America in badge work and skills assessment.
- Coordinated with Westwood Public Schools to provide aquatics opportunities and training for individuals with special considerations.

Recreation Commission *Annual Report*

Paul Aries, Commission Chair
Joyce Cannon, Vice-Chair
Lynn Connors, Secretary
Ann Delaney, Member
Sheila Moylan, Member

Elizabeth Phillips, Member
Bob Phillips, Member
Mitch Katzman, Associate Member
Vacant, Associate Member

Mission

The Westwood Recreation Commission serves as a volunteer advisory board to the Director and staff of the Westwood Recreation Department on all recreation related activities for the town. In regular public meetings we provide input on matters such as the annual operating budget, capital improvement projects, periodically reviewing the recreation programs and events offered and generally representing the interest of the residents of Westwood to ensure outstanding programs and facilities that enrich our community.

2016 Accomplishments

2016 was a banner year for Westwood Recreation, and the Commission would like to first and foremost recognize the dedicated staff who work tirelessly to provide outstanding programming and events to the community. Greater detail will follow in our Recreation Department annual report, but the Recreation Commission is proud to have worked with the department to achieve the following in 2016:

- Planned and implemented our signature event Westwood Day for over 5,000 residents and neighbors. 2016 was the largest, most successful event to date.
- Major capital project to install UV Filtration System in the pool area to improve air and water quality. Aquatics represent the largest programs offered by the department.
- Additional aquatics improvements including chemical control unit with online monitoring capability for all filtration and sanitation systems.
- Guided department assessment resulting in organizational changes to increase staff efficiency.
- Conducted community forum on Morrison Park and Westwood HS Tennis courts lighting project.
- Recreation Commission liaison working with Pheasant Hill Park neighborhood group to prepare a plan and fundraise for the replacement of playground equipment.

Summary

In closing, I would like to thank the volunteer members of the commission, who like many residents volunteer their time and expertise for the betterment of our community. We encourage residents to provide feedback via email to the recreation department. Each meeting features a public comments agenda item where residents are welcome to provide feedback about issues facing recreation programs in Westwood. We have many great plans for 2017 and beyond and look forward to continuing to work with Recreation staff to continue to improve our programs and services.

Enthusiastically,
Paul Aries, Commission Chair

Historical Commission *Annual Report*

Lura Provost
Marilyn Freedman

Nancy Donahue, Chairman
Mary Ellen LaRose

Mission

The mission of the Westwood Historical Commission (WHC) is to identify, document, and protect Westwood's historic resources, to increase public awareness of Westwood's heritage and the value of historic preservation, through the guidance and council of the Massachusetts Historical Commission, in cooperation with other Town boards and committees. The WHC endeavors to be a preservation information resource to all citizens of Westwood and the Commonwealth of Massachusetts by means of research, public meetings, and local media outlets.



Pictured left to right are Lura Provost, Mary Ellen LaRose, Nancy Donahue, and Marilyn Freedman.

Demolition Bylaw

Town Meeting voted to adopt the Historical Commission's proposed Demolition Bylaw in May 2016. The purpose of this bylaw is to maintain the character of the Town of Westwood by protecting its historic and aesthetic resources built on or before December 31, 1910. The intent of this bylaw is to encourage owners to seek alternative preservation options for six months rather than complete demolition. This bylaw authorizes the Westwood Historical Commission to advise the Building Commissioner with respect to demolition permits for historic properties regulated by this bylaw.

Historical Commission *Annual Report*

In December, the Historical Commission received its first Demolition Request, which will be reviewed and voted on at a public hearing in January 2017.

Colburn School Display

The Historical Commission continues to work on the Colburn School display in the Westwood Public Library. The display space is being offered by the Library as part of the Memorandum of Agreement (MOA), instituted with the preservation and reuse of the Colburn School; the MOA is a binding document between the Westwood Historical Commission, the Massachusetts Historical Commission, the Board of Selectman, the Westwood Library Trustees, and the Massachusetts Board of Library Commissioners.

Designed by the architects Stebbins and Watkins, the Colburn School was built in 1874 and is an example of Second Empire Victorian architecture. The school is named for Warren Colburn (1793 – 1836), a descendant of the town's earliest settlers and a famed mathematician and author of *First Lessons in Intellectual Arithmetic*, which had world-wide publication and sold an unprecedented 2 million copies. The book was used at both the Colburn School and the Fisher School and continues to be used in the Westwood Historical Society's Third Grade Program.

Located in the heart of Westwood's historic downtown area, the Colburn School has been a vital part of the community for more than a century and has been a witness to numerous historic events. In June 2000, the Colburn School was placed on the National Register of Historic Places. The intent of the library display is to capture the essence and spirit of the school and the town's interaction with it.

Westwood Environmental Action Committee *Annual Report*

Pam Kane
Maria Costantini

Stephen Shinopoulos
Claire Galkowski

Mission

WEAC's purpose is to position the Town of Westwood to meet the challenges of sustainable growth. Sustainability means living with the minimum impact on the environment, including animals, plants, and natural resources. WEAC promotes energy conservation, renewable energy, water conservation, green buildings, more efficient vehicles, tree planting, waste reduction, recycling, and environmental education in Westwood. WEAC serves as an advisory Committee to the Board of Selectmen and makes recommendations on sustainable environmental actions and policies for consideration by the Selectmen.

Accomplishments

In 2016, WEAC's most visible activities were two events:

- "Put your roof to work: Solarize and Save"- this forum, held on January 28, featured four speakers, including residents who explained the various financing methods they had used to turn sunlight into electricity on their roofs. Attendance was about 50.
- The Westwood Solar and Energy Fair, held on November 5, featured six solar installers who had done good work in Westwood, MassEnergy, a Neighbor to Neighbor booth, and five speakers. About 100 people attended.

WEAC also:

- Published an article in the Community Newsletter about how to recycle plastic bags properly, in response to high levels of this unacceptable item in recycling carts.
- Revised its Bylaws, which were approved by the Board of Selectmen
- Assisted the DPW in planning and staffing 2 Recycling Days, one on April 30, the other on Oct. 22. Items such as electronics, textiles, tires, large rigid plastics and bicycles were collected for reuse and recycling.
- Supported Director of Energy Efficiency Tom Philbin's proposal to install solar panels on four Westwood schools, which has since been completed.
- Consulted with the DPW on the new trash and recycling contract
- Sent a letter to senator Rush supporting amendments to the House omnibus energy bill that would expand renewable energy, reduce gas leaks, and promote energy efficiency. The final Senate bill was very strong, and included many of the provisions requested.
- Was an energetic presence at Westwood Day, promoting its upcoming Solar Fair

Solar & Energy Fair

A homeowner's guide to saving money & helping the environment

Sat., Nov. 5, 1-4 pm
Westwood Public Library
660 High St.



Learn from exhibitors
and speakers how
improved technology
and reduced cost can
work for you



Hosted by the Westwood Environmental Action Committee



Nov. 5 Solar Fair Neighbor to Neighbor booth

Appendices

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Independent Auditor's Report

To the Honorable Board of Selectmen
Town of Westwood, Massachusetts

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Westwood, Massachusetts as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Westwood, Massachusetts, as of June 30, 2016, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Comprehensive Annual Financial Report

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Westwood, Massachusetts' basic financial statements. The introductory section, combining and individual fund financial statements, and statistical section are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual nonmajor fund financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund financial statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 12, 2016, on our consideration of the Town of Westwood, Massachusetts' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Westwood, Massachusetts' internal control over financial reporting and compliance.

Powers & Sullivan LLC

December 12, 2016

Management’s Discussion and Analysis

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Management's Discussion and Analysis

As management of the Town of Westwood, we offer readers of these financial statements this narrative overview and analysis of the financial activities for the year ended June 30, 2016. We encourage readers to consider the information presented in this report in conjunction with additional information that we have furnished in our letter of transmittal.

The Governmental Accounting Standards Board (GASB) is the authoritative standard setting body that provides guidance on how to prepare financial statements in conformity with generally accepted accounting principles (GAAP). Users of these financial statements (such as investors and rating agencies) rely on the GASB to establish consistent reporting standards for all governments in the United States. This consistent application is the only way users (including citizens, the media, legislators and others) can assess the financial condition of one government compared to others.

Governments must adhere to GASB pronouncements in order to issue their financial statements in conformity with GAAP. The users of financial statements also rely on the independent auditors' opinion. If the Town of Westwood's financial statements have significant departures from GAAP the independent auditors may issue a qualified opinion or a disclaimer (where no opinion is given). These types of opinions may have an adverse effect on the Town's bond rating and our ability to borrow money at favorable interest rates. The Town of Westwood has enjoyed an unmodified opinion on its financial statements since the year ended June 30, 1984.

Financial Highlights

- The governmental assets and deferred outflows of resources of the Town of Westwood exceeded its liabilities and deferred inflows of resources at the close of the most recent year by \$65.1 million (net position).
- As required by GASB Statement #68, in 2016 the Town recognized a net pension liability of \$40.1 million along with a deferred outflow related to pension of \$8.2 million and a deferred inflow related to pension of \$3.4 million on the statement of net position. Additional disclosures and schedules can be found in the notes to the basic financial statements and required supplementary information.
- At the close of the current year, the Town of Westwood's general fund reported an ending fund balance of \$19 million, an increase of \$2.2 million in comparison with the prior year. Total fund balance represents 22% of total general fund expenditures. Approximately \$10.3 million of this total amount is available for appropriation at the government's discretion, \$4.6 million is committed for capital articles approved by Town Meeting, \$1.3 million is assigned for encumbrances carried forward to the subsequent year and \$2.8 million represents available funds appropriated to fund the fiscal year 2017 budget.
- The Town of Westwood's total governmental debt increased by \$10 million during the current year. The Town issued \$8.7 million for the construction of Islington fire station, \$2 million for the Deerfield road parking lot, \$1 million for the police station design, \$1.8 million on various town projects and made \$3.5 million in principal payments.
- The Town received \$441,000 and \$486,000 in permit and mitigation revenue from the University Station project. Approximately \$1.8 million was expended and \$3.3 million has been carried over to be expended in future years.
- The Town expended \$3.9 million on the construction of the Islington fire station with proceeds from an \$8.7 million bond issuance.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Town of Westwood's basic financial statements. The Town of Westwood's basic financial statements are comprised of three components: 1)

Comprehensive Annual Financial Report

government-wide financial statements 2) fund financial statements, and 3) notes to the financial statements. The government-wide financial statements provide both long-term and short-term information about the Town as a whole. The fund financial statements focus on the individual components of the Town government, reporting the Towns' operations in more detail than the government-wide statements. Both presentations (government-wide and fund) allow the user to address relevant questions, broaden the basis of comparison and enhance the Town's accountability. An additional part of the basic financial statements are the notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. The government-wide financial statements are designed to provide readers with a broad overview of the Town of Westwood's finances, in a manner similar to private-sector business.

The statement of net position presents information on all of the Town of Westwood's assets and liabilities, and deferred inflows/outflows of resources, with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town of Westwood is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities include general government, public safety, education, public works, university station, human services, culture and recreation and interest. The business-type activities include the activities of the sewer enterprise fund.

Fund financial statements. A fund is a grouping of related accounts that are used to maintain control over resources that have been segregated for specific activities or objectives. The Town of Westwood, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Town of Westwood can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows, and balances of spendable resources. Such information is useful in assessing the Town of Westwood's near-term financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the year.

Because the focus of governmental funds is narrower than that of government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

Comprehensive Annual Financial Report

In accordance with accounting standards, the Town reports fund balance components as nonspendable, restricted, committed, assigned and unassigned. Additionally, the Town's stabilization fund is reported within the general fund as unassigned. The Town of Westwood adopts an annual appropriated budget for its general fund. A budgetary comparison schedule is included as required supplementary information for the general fund to demonstrate compliance with this budget.

Proprietary funds. The Town maintains one type of proprietary fund.

Enterprise funds are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The Town uses an enterprise fund to account for its sewer operations.

Fiduciary funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statement because the resources of those funds are not available to support the Town of Westwood's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

Notes to financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Town of Westwood, government-wide assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$81.7 million at the close of 2016.

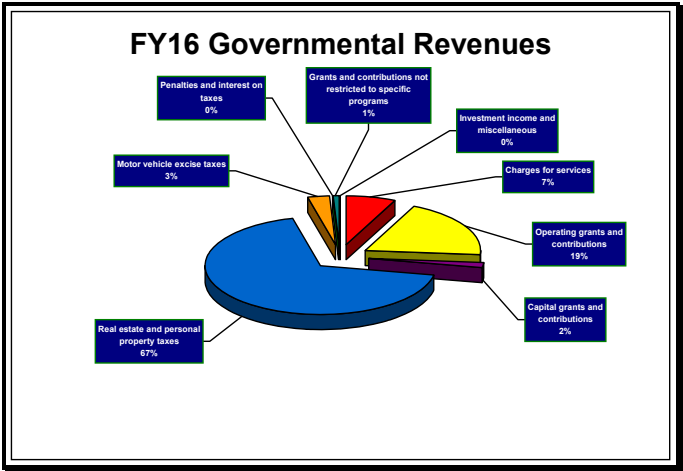
Net position of \$105.8 million reflects its investment in capital assets (e.g., land, buildings, machinery, and equipment); less any related debt used to acquire those assets that are still outstanding. The Town uses these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending. Although the investment in its capital assets is reported net of its related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities. An additional portion of the Town of Westwood's net position \$2.1 million represents resources that are subject to external restrictions on how they may be used. The remaining deficit balance of unrestricted net position \$26.2 million is primarily due to the recognition of the \$40.1 million net pension liability in connection with the implementation of GASB Statement #68, *Accounting and Financial Reporting for Pensions*.

Governmental activities. The governmental activities net position decreased by approximately \$1.5 million during the current year. The underlying reason for the decrease was the increase in the OPEB and pension liabilities offset by better than expected budgetary performance.

Comprehensive Annual Financial Report

Governmental Activities:	Balance at June 30, 2016	Balance at June 30, 2015
Assets:		
Current assets.....	\$ 41,797,097	\$ 34,425,866
Noncurrent assets (excluding capital).....	7,769,000	8,947,000
Capital assets, not being depreciated.....	14,927,992	7,200,154
Capital assets, net of accumulated depreciation.....	107,750,241	112,205,723
Total assets.....	172,244,330	162,778,743
Deferred outflows of resources.....	7,952,342	1,425,955
Liabilities:		
Current liabilities (excluding debt).....	5,934,613	6,469,228
Noncurrent liabilities (excluding debt).....	63,103,500	58,062,224
Current debt.....	4,552,628	4,547,917
Noncurrent debt.....	38,171,159	28,470,415
Total liabilities.....	111,761,900	97,549,784
Deferred inflows of resources.....	3,299,169	-
Net Position:		
Net investment in capital assets.....	94,483,050	97,303,917
Restricted.....	2,061,713	1,533,978
Unrestricted.....	(31,409,160)	(32,182,981)
Total net position.....	\$ 65,135,603	\$ 66,654,914
Program revenues:		
Charges for services.....	\$ 6,957,929	\$ 5,840,996
Operating grants and contributions.....	19,171,437	14,500,929
Capital grants and contributions.....	1,584,581	4,045,233
General revenues:		
Real estate and personal property taxes.....	67,327,061	61,772,952
Motor vehicle excise taxes.....	3,042,773	3,035,505
Penalties and interest on taxes.....	187,078	172,557
Nonrestricted grants and contributions.....	697,791	776,342
Unrestricted investment income.....	56,770	28,388
Total revenues.....	99,025,420	90,172,902
Expenses:		
General government.....	6,212,821	4,953,798
Public safety.....	11,661,076	10,470,500
Education.....	64,002,507	59,970,747
Public works.....	9,033,773	9,028,119
University Station.....	2,932,353	1,651,889
Human services.....	1,426,588	1,228,151
Culture and recreation.....	4,307,074	3,308,166
Interest.....	1,259,517	1,060,200
Total expenses.....	100,835,709	91,671,570
Excess (Deficiency) before transfers.....	(1,810,289)	(1,498,668)
Transfers.....	290,978	290,978
Change in net position.....	(1,519,311)	(1,207,690)
Net position beginning of the year.....	66,654,914	67,862,604
Net position - ending.....	\$ 65,135,603	\$ 66,654,914

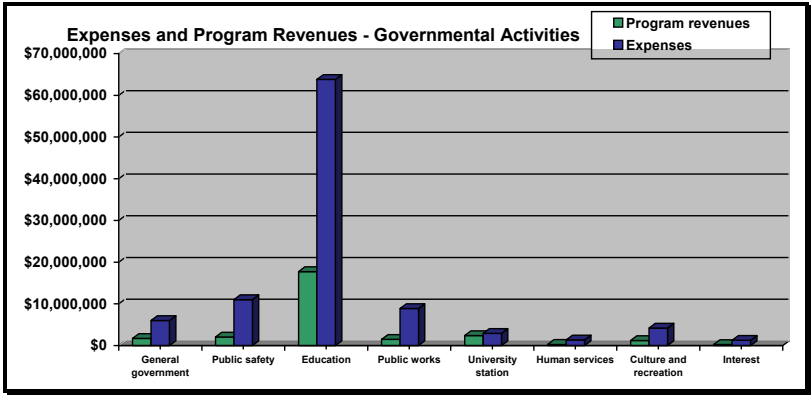
- Charges for services represent about 7% of governmental activities resources. The Town can exercise more control over this category of revenue than any other. Fees charged for services rendered that are set by the Board of Selectmen are included in this category. Most of these resources apply to general government, public safety, and education operations, such as traffic mitigation revenue, building permits, ambulance revenue, athletic receipts, kindergarten revenue and bus fees.
- Operating grants and contributions account for 19% of the governmental activities resources. Most of these resources apply to university station and education operations.
- Capital grants and contributions account for 2% of the governmental activities resources. The decrease from the prior year can be attributable to the Town receiving \$2.5 million in a MassWorks grant for reconstruction of University Ave during the prior year.



- Property taxes are by far the most significant revenue source for the Town's governmental activities. They comprise 67% of all resources. Real estate and personal property tax collections increased 9% from the prior year. In Massachusetts, proposition 2 ½ allows municipalities to increase tax rates up to 2 ½ percent of the prior levy limit adjusted for new construction and certain approved debt service. Other taxes and other revenues comprised a total of 4% of the governmental activities resources. These primarily include excise taxes, nonrestricted grants, and investment earnings.
- Education is by far the largest governmental activity of the Town with 63% of total governmental expenses. Program revenues of \$17.8 million provided direct support to education and \$46.2 million in taxes and other general revenue were needed to cover the remaining 2016 operating expenses.
- General government, public safety, public works and university station are significant activities of the Town. Program revenues for general government of \$1.7 million, public safety of \$2.1 million, public

Comprehensive Annual Financial Report

works of \$1.5 million and \$2.4 million in university station directly supported \$6.2 million, \$11.7 million, \$9 million and \$2.9 million of operating expenses, respectively. Taxes and other general revenue of \$22.2 million were needed to cover the remaining 2016 operating expenses for these activities. Combined, they represent 29.6% of governmental activity expenses.



Business-type activities. For sewer business-type activities, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$16.5 million at the close of 2016. Net investment in capital assets totaled \$11.3 million while unrestricted net position totaled \$5.2 million. There was a net increase of \$872,000 in net position reported in connection with the sewer enterprise. Capital grants and contributions increased by \$431,000 from the prior year due to the receipt of an MWRA grant. Charges for services and operating grants experienced a slight decrease from the prior year. The sewer fund also reported a slight increase in its operating costs.

Comprehensive Annual Financial Report

Business-Type Activities:

	Balance at June 30, 2016	Balance at June 30, 2015
Assets:		
Current assets.....	\$ 7,071,837	\$ 5,610,004
Noncurrent assets (excluding capital).....	105,859	154,250
Capital assets, not being depreciated.....	350,850	350,850
Capital assets, net of accumulated depreciation.....	<u>12,343,050</u>	<u>12,996,318</u>
Total assets.....	<u>19,871,596</u>	<u>19,111,422</u>
Deferred outflows of resources.....	200,039	36,247
Liabilities:		
Current liabilities (excluding debt).....	58,151	93,883
Noncurrent liabilities (excluding debt).....	1,275,743	1,115,866
Current debt.....	442,060	389,560
Noncurrent debt.....	<u>1,680,000</u>	<u>1,888,060</u>
Total liabilities.....	<u>3,455,954</u>	<u>3,487,369</u>
Deferred inflows of resources.....	82,990	-
Net Position:		
Net investment in capital assets.....	11,327,932	11,209,128
Unrestricted.....	<u>5,204,759</u>	<u>4,451,172</u>
Total net position.....	<u>\$ 16,532,691</u>	<u>\$ 15,660,300</u>
Program revenues:		
Charges for services.....	\$ 4,978,724	\$ 5,175,034
Operating grants and contributions.....	25,910	30,832
Capital grants and contributions.....	<u>458,315</u>	<u>27,300</u>
Total revenues.....	<u>5,462,949</u>	<u>5,233,166</u>
Expenses:		
Sewer.....	<u>4,299,580</u>	<u>4,205,003</u>
Excess (Deficiency) before transfers.....	1,163,369	1,028,163
Transfers.....	<u>(290,978)</u>	<u>(290,978)</u>
Change in net position.....	872,391	737,185
Net position beginning of the year.....	<u>15,660,300</u>	<u>14,923,115</u>
Net position - ending.....	<u>\$ 16,532,691</u>	<u>\$ 15,660,300</u>

Comprehensive Annual Financial Report

Financial Analysis of the Government's Funds

As noted earlier, The Town of Westwood uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. The focus of the Town of Westwood's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Town of Westwood's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the year.

As of the end of the current year, governmental funds reported combined ending fund balances of \$33.9 million, an increase of \$9.1 million from the prior year. The majority of this increase \$4.8 million is reported in the fire station project due to the Town receiving \$8.7 million in proceeds which were offset by the timing of expenditures. The general fund reported an increase of \$2.2 million, the university station special revenue fund reported a decrease of \$319,000 and the nonmajor governmental funds reported an increase of \$2.5 million. The nonmajor increase related mainly to capital projects for road improvements and facility renovations. Most of the construction costs were financed with bond proceeds received in the current year and prior year. For fund based reporting bond proceeds and premiums are reported as other financing sources.

The general fund is the Town's chief operating fund. The ending fund balance increased by \$2.2 million in comparison with prior year. This increase is due to stronger than expected collections in nearly all revenue categories. Another contributing factor was, with the exception of snow and ice, budgetary turn backs of appropriations by departments.

Real estate tax revenue increased from 2015 by \$5.8 million. This is due to the fact that in Massachusetts, Proposition 2½ allows municipalities to increase tax rates up to 2½ percent of the prior levy limit adjusted for new construction and certain approved debt service. Another contributing factor is the University Station project being operational while still expanding.

At the end of the current year, unassigned fund balance of the general fund totaled \$10.3 million, while total fund balance totaled \$19 million. The \$4.6 million of committed fund balance represents amounts that have been appropriated for specific purposes. The \$4.1 million of assigned fund balance represents amounts that have been encumbered at year end to meet contractual obligations at year end. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned fund balance represents 12% of total general fund expenditures, while total fund balance represents 22% of that same amount.

The Town also maintains a stabilization fund, which has been classified within the unassigned general fund balance in the governmental funds financial statements to remain compliant with GASB 54. The stabilization fund has a year-end balance of \$4.5 million which represents 5.3% of general fund expenditures. These funds can be used for general or capital purposes upon Town Meeting approval. Please refer to Note 11 for additional information on the Town's stabilization fund.

The university station project fund is used to account for funds received in connection with the university station project. At June 30, 2016, the university station project fund had a year-end balance of \$409,000. This balance decreased by \$319,000 from prior year as the Town recognized \$1.5 million in revenue related to mitigation and building permit fees and recorded \$1.8 million in project expenditures.

The fire station project is used to account for financial resources to be used for the construction of the new fire station. During the year the Town issued \$8.7 million in long term bonds to fund the project and expensed \$3.9 million. The fund balance increased \$4.8 million from the prior year.

Comprehensive Annual Financial Report

General Fund Budgetary Highlights

The final general fund appropriation budget totaled \$88.9 million, which included \$7.3 million in encumbrances and articles carried over from the prior year. The final budget also included the planned use of \$1.9 million in available funds. Due to positive budgetary results this reserve was not needed.

General fund revenues came in over budget by \$2.3 million. The majority of this surplus \$793,000 (34%) was generated from motor vehicle excise taxes and \$653,000 (28%) was generated through licenses and permits.

General fund expenditures and encumbrances were lower than final budget by \$1.5 million (2%), with the majority of the variance occurring in the employee benefits and the reserve fund which turned back \$687,000 and \$300,000, respectively.

The \$2.6 million increase between the original budget and the final amended budget was primarily from supplementary appropriations the reserve fund to fund the Town's snow and ice budget and appropriations from free cash, the ambulance fund, the reserve fund and from a release of overlay surplus to fund the capital outlay budget, the public works budget, and various salary increases. Additionally the Town voted several transfers within budgetary line items during the year.

Capital Assets and Debt Management

In conjunction with the operating budget, the Town annually prepares a capital budget which includes detailed information concerning those capital requests for the upcoming year as well as summary information for the following four years to identify current projections of what level of capital outlay will be required in future years. As part of the capital plan the Town has historically financed the acquisition of some capital assets from current revenue. This policy will continue to improve the financial position as net position will increase by the amount of acquisitions less the current depreciation.

Major capital assets are funded by the issuance of long and short-term debt and capital grants. The effect on net position during the construction phase of the project is neutral for assets acquired with debt since the Town increases its assets and associated liability by the same amount. In subsequent years the net position will be reduced through depreciation and will be increased by the revenues raised to support the debt principal payments. Net position is increased for assets acquired with grant funds since there is no corresponding liability incurred.

Outstanding long-term debt of the general government, as of June 30, 2016, totaled \$41.4 million of which, \$7 million is related to library projects, \$16.6 million is related to school projects, \$10.5 is related to public safety projects, \$4.4 million is related to roadway improvements, \$1.6 million for department equipment and \$1.3 million for land development.

The enterprise fund has \$2.1 million in sewer enterprise debt outstanding that is fully supported by the rates and does not rely on a general fund subsidy.

The most significant capital asset additions during the year included various school building improvements, public safety and public works vehicles, school computers and equipment, and roadway improvements.

Please refer to notes 5, 6, 7, and 8 to the financial statements for further discussion of the Town's major capital and debt activity.

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Capital Assets

	Cost of Capital Assets	Accumulated Depreciation at end of year	Capital Assets, net
Governmental activities:			
Land.....	\$ 6,748,382	\$ -	\$ 6,748,382
Construction in progress.....	8,179,610	-	8,179,610
Buildings and improvements.....	108,876,818	(39,601,552)	69,275,266
Vehicles.....	8,498,266	(6,008,549)	2,489,717
Machinery and equipment.....	13,622,589	(11,641,238)	1,981,351
Infrastructure.....	67,208,998	(33,205,091)	34,003,907
Total governmental activities.....	213,134,663	(90,456,430)	122,678,233
Business-type activities:			
Land.....	350,850	-	350,850
Plant and infrastructure.....	19,077,918	(9,313,504)	9,764,414
Other buildings and improvements..	6,339,070	(3,848,824)	2,490,246
Vehicles.....	448,343	(438,147)	10,196
Machinery and equipment.....	510,212	(432,018)	78,194
Total business-type activities.....	26,726,393	(14,032,493)	12,693,900
Total capital assets.....	\$ 239,861,056	\$ (104,488,923)	\$ 135,372,133

Governmental Bonds Payable

Project	Maturity Through	Original Loan Amount	Interest Rate (%)	Outstanding at June 30, 2015	Issued	Redeemed	Outstanding at June 30, 2016
Municipal Purpose Bonds of 2008.....	2023	\$ 3,830,000	3.50 - 4.00	\$ 1,435,000	\$ -	\$ (305,000)	\$ 1,130,000
Municipal Purpose Bonds of 2009.....	2029	3,500,000	2.13 - 5.00	2,450,000	-	(175,000)	2,275,000
Municipal Purpose Bonds of 2010.....	2031	9,300,000	3.25 - 4.00	7,440,000	-	(465,000)	6,975,000
Municipal Purpose Refunding Bonds of 2012...	2023	61,198,000	2.00 - 4.00	14,720,000	-	(1,920,000)	12,800,000
Municipal Purpose Bonds of 2013.....	2022	4,635,000	2.00 - 3.00	3,240,000	-	(465,000)	2,775,000
Municipal Purpose Bonds of 2014.....	2024	1,400,000	2.00 - 2.50	1,260,000	-	(140,000)	1,120,000
Municipal Purpose Bonds of 2015.....	2036	850,000	2.5 - 5.00	850,000	-	-	850,000
Municipal Purpose Bonds of 2016.....	2036	850,000	2.50 - 5.00	-	13,490,000	-	13,490,000
Total Governmental Activities.....				\$ 31,395,000	\$ 13,490,000	\$ (3,470,000)	\$ 41,415,000

Enterprise Bonds Payable

Project	Maturity Through	Original Loan Amount	Interest Rate (%)	Outstanding at June 30, 2015	Issued	Redeemed	Outstanding at June 30, 2016
Municipal Purpose Bonds of 1998 (MCWT).....	2019	\$ 3,220,700	3.88	\$ 782,700	\$ -	\$ (187,100)	\$ 595,600
MWRA Notes of 2013.....	2017	212,300	0.00	84,920	-	(42,460)	42,460
Municipal Purpose Bonds of 2014.....	2024	1,570,000	2.00 - 2.50	1,410,000	-	(160,000)	1,250,000
MWRA Notes of 2016.....	2021	234,000	0.00	-	234,000	-	234,000
Total Enterprise Bonds Payable.....				\$ 867,620	\$ 234,000	\$ (389,560)	\$ 2,122,060

The Town of Westwood has an "AAA" rating from Standard & Poor's and an "Aa1" from Moody's for general obligation debt.

Other Postemployment Benefits

In accordance with GASB Statement 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pension (OPEB)*, the government-wide activities have accumulated a liability for other postemployment benefits totaling \$23.4 million as of June 30, 2016 and have pre-funded future obligations totaling approximately \$1.3 million during 2016. The total assets set aside in trust for future benefits amounted to approximately \$3.1 million at year-end.

Economic Factors and Next Year's Budget and Rates

For the 2017 budget, the Town has utilized new tax revenue from the new University Station project to supplement operating budgets, build reserve accounts, fund capital projects, and stabilize tax bills.

The revenue increases and improvements have allowed the Town to make the following structurally balanced budget decisions:

- ☐ The Town provided for an approximate 4.9% increase for the school and 3.7% increase for municipal 2017 operating budgets.
- ☐ The 2017 budget has increased capital budgets through additional use of free cash.
- ☐ The 2017 budget provides for a \$100,000 appropriation to the stabilization reserve account. This is an ongoing appropriation funded within the budget.
- ☐ The 2017 budget provides for a \$1,350,000 appropriation to the OPEB Trust account. This is an ongoing appropriation funded with the budget.
- ☐ The 2017 commercial and residential tax rates are not yet finalized, but are expected to increase approximately 1%.

Requests for Information

This financial report is designed to provide a general overview of the Town of Westwood's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Director of Finance, Town Hall, 580 High Street, Westwood, Massachusetts 02090.

Basic Financial Statements

Comprehensive Annual Financial Report

STATEMENT OF NET POSITION

JUNE 30, 2016

	Primary Government		
	Governmental Activities	Business-type Activities	Total
ASSETS			
CURRENT:			
Cash and cash equivalents.....	\$ 35,705,364	\$ 4,855,553	\$ 40,560,917
Investments.....	2,096,759	-	2,096,759
Receivables, net of allowance for uncollectibles:			
Real estate and personal property taxes.....	614,347	-	614,347
Tax liens.....	989,202	-	989,202
Motor vehicle excise taxes.....	259,532	-	259,532
User charges.....	-	2,167,893	2,167,893
Departmental and other.....	231,674	-	231,674
Intergovernmental.....	1,900,219	48,391	1,948,610
Total Current Assets.....	41,797,097	7,071,837	48,868,934
NONCURRENT:			
Receivables, net of allowance for uncollectibles:			
Intergovernmental.....	7,769,000	105,859	7,874,859
Capital assets, not being depreciated.....	14,927,992	350,850	15,278,842
Capital assets, net of accumulated depreciation.....	107,750,241	12,343,050	120,093,291
Total Noncurrent Assets.....	130,447,233	12,799,759	143,246,992
TOTAL ASSETS.....	172,244,330	19,871,596	192,115,926
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows of resources related to pensions.....	7,952,342	200,039	8,152,381
LIABILITIES			
CURRENT:			
Warrants payable.....	2,472,502	10,886	2,483,388
Accrued payroll.....	1,437,510	5,920	1,443,430
Accrued interest.....	339,586	18,345	357,931
Other liabilities.....	257,093	-	257,093
Capital lease obligations.....	144,922	-	144,922
Compensated absences.....	1,283,000	23,000	1,306,000
Bonds payable.....	4,552,628	442,060	4,994,688
Total Current Liabilities.....	10,487,241	500,211	10,987,452
NONCURRENT:			
Capital lease obligations.....	147,950	-	147,950
Compensated absences.....	734,000	-	734,000
Other postemployment benefits.....	23,074,779	291,015	23,365,794
Net pension liability.....	39,146,771	984,728	40,131,499
Bonds payable.....	38,171,159	1,680,000	39,851,159
Total Noncurrent Liabilities.....	101,274,659	2,955,743	104,230,402
TOTAL LIABILITIES.....	111,761,900	3,455,954	115,217,854
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows of resources related to pensions.....	3,299,169	82,990	3,382,159
NET POSITION			
Net investment in capital assets.....	94,483,050	11,327,932	105,810,982
Restricted for:			
Permanent funds:			
Expendable.....	60,045	-	60,045
Nonexpendable.....	409,600	-	409,600
Gifts.....	390,451	-	390,451
Grants.....	1,201,617	-	1,201,617
Unrestricted.....	(31,409,160)	5,204,759	(26,204,401)
TOTAL NET POSITION.....	\$ 65,135,603	\$ 16,532,691	\$ 81,668,294

See notes to basic financial statements.

Comprehensive Annual Financial Report

STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2016

	Program Revenues				
Functions/Programs	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Net (Expense) Revenue
Primary Government:					
Governmental Activities:					
General government.....	\$ 6,212,821	\$ 1,279,601	\$ 411,689	\$ 18,749	(4,502,782)
Public safety.....	11,661,076	1,953,758	105,652	-	(9,601,666)
Education.....	64,002,507	2,568,453	15,190,918	-	(46,243,136)
Public works.....	9,033,773	58,600	549,196	880,105	(7,545,872)
University Station.....	2,932,353	-	2,388,222	-	(544,131)
Human services.....	1,426,588	120,810	167,751	-	(1,138,027)
Culture and recreation.....	4,307,074	976,707	103,733	685,727	(2,540,907)
Interest.....	1,259,517	-	254,276	-	(1,005,241)
Total Governmental Activities.....	100,835,709	6,957,929	19,171,437	1,584,581	(73,121,762)
Business-Type Activities:					
Sewer.....	4,299,580	4,978,724	25,910	458,315	1,163,369
Total Primary Government.....	\$ 105,135,289	\$ 11,936,653	\$ 19,197,347	\$ 2,042,896	\$ (71,958,393)

See notes to basic financial statements.

(Continued)

Comprehensive Annual Financial Report

STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2016

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
Changes in net position:			
Net (expense) revenue from previous page.....	\$ (73,121,762)	\$ 1,163,369	\$ (71,958,393)
General revenues:			
Real estate and personal property taxes, net of tax refunds payable.....	67,327,061	-	67,327,061
Motor vehicle excise taxes.....	3,042,773	-	3,042,773
Penalties and interest on taxes.....	187,078	-	187,078
Grants and contributions not restricted to specific programs.....	697,791	-	697,791
Unrestricted investment income.....	56,770	-	56,770
Transfers, net	290,978	(290,978)	-
Total general revenues and transfers.....	71,602,451	(290,978)	71,311,473
Change in net position.....	(1,519,311)	872,391	(646,920)
Net Position:			
Beginning of year (as revised).....	66,654,914	15,660,300	82,315,214
End of year.....	\$ 65,135,603	\$ 16,532,691	\$ 81,668,294

See notes to basic financial statements.

(Concluded)

Comprehensive Annual Financial Report

GOVERNMENTAL FUNDS BALANCE SHEET

JUNE 30, 2016

	General	University Station Project	Fire Station Project	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS					
Cash and cash equivalents.....	\$ 19,586,790	\$ 409,035	\$ 5,452,981	\$ 10,256,558	\$ 35,705,364
Investments.....	2,075,213	-	-	21,546	2,096,759
Receivables, net of uncollectibles:					
Real estate and personal property taxes.....	614,347	-	-	-	614,347
Tax liens.....	989,202	-	-	-	989,202
Motor vehicle excise taxes.....	259,532	-	-	-	259,532
Departmental and other.....	30,734	-	-	200,940	231,674
Intergovernmental.....	8,947,000	-	-	722,219	9,669,219
TOTAL ASSETS.....	\$ 32,502,818	\$ 409,035	\$ 5,452,981	\$ 11,201,263	\$ 49,566,097
LIABILITIES					
Warrants payable.....	\$ 1,252,268	\$ -	\$ 735,155	\$ 485,079	\$ 2,472,502
Accrued payroll.....	1,437,510	-	-	-	1,437,510
Other liabilities.....	257,093	-	-	-	257,093
TOTAL LIABILITIES.....	2,946,871	-	735,155	485,079	4,167,105
DEFERRED INFLOWS OF RESOURCES					
Unavailable revenues.....	10,572,976	-	-	923,159	11,496,135
FUND BALANCES					
Nonspendable.....	-	-	-	409,600	409,600
Restricted.....	-	409,035	4,717,826	9,383,425	14,510,286
Committed.....	4,617,755	-	-	-	4,617,755
Assigned.....	4,048,666	-	-	-	4,048,666
Unassigned.....	10,316,550	-	-	-	10,316,550
TOTAL FUND BALANCES.....	18,982,971	409,035	4,717,826	9,793,025	33,902,857
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES.....	\$ 32,502,818	\$ 409,035	\$ 5,452,981	\$ 11,201,263	\$ 49,566,097

See notes to basic financial statements.

Comprehensive Annual Financial Report

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TOTAL FUND BALANCES TO THE STATEMENT OF NET POSITION

JUNE 30, 2016

Total governmental fund balances.....	\$ 33,902,857
Capital assets (net) used in governmental activities are not financial resources and, therefore, are not reported in the funds.....	122,678,233
Accounts receivable are not available to pay for current-period expenditures and, therefore, are unavailable in the funds.....	11,496,135
Certain changes in the net pension liability are required to be included in pension expense over future periods. These changes are reported as deferred outflows of resources or (deferred inflows of resources) related to pensions.....	4,653,173
In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.....	(339,586)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds	
Bonds payable.....	(42,723,787)
Capital lease obligations.....	(292,872)
Other postemployment benefits.....	(23,074,779)
Net pension liability.....	(39,146,771)
Compensated absences.....	(2,017,000)
Net effect of reporting long-term liabilities.....	<u>(107,255,209)</u>
Net position of governmental activities.....	\$ <u>65,135,603</u>

See notes to basic financial statements.

Comprehensive Annual Financial Report

GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

YEAR ENDED JUNE 30, 2016

	General	University Station Project	Fire Station Project	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES:					
Real estate and personal property taxes, net of tax refunds.....	\$ 67,189,068	\$ -	\$ -	\$ -	\$ 67,189,068
Motor vehicle excise taxes.....	3,077,485	-	-	-	3,077,485
Charges for services.....	-	-	-	4,896,303	4,896,303
University Station building permits.....	440,650	-	-	-	440,650
Penalties and interest on taxes.....	187,078	-	-	-	187,078
Fees and rentals.....	541,579	-	-	-	541,579
Licenses and permits.....	1,053,310	-	-	-	1,053,310
Fines and forfeitures.....	26,246	-	-	-	26,246
Intergovernmental.....	13,737,377	-	-	5,204,452	18,941,829
Departmental and other.....	331,284	1,461,119	-	1,089,812	2,882,215
Contributions.....	-	-	-	364,845	364,845
Investment income.....	103,640	-	-	819	104,459
TOTAL REVENUES.....	87,174,170	1,461,119	-	11,556,231	100,191,520
EXPENDITURES:					
Current:					
General government.....	3,130,034	-	-	1,916,366	5,046,400
Public safety.....	7,777,236	-	3,853,048	966,879	12,597,163
Education.....	40,052,137	-	-	6,079,084	46,131,221
Public works.....	4,952,586	-	-	2,781,579	7,734,165
University Station.....	1,818,476	1,779,786	-	-	3,598,262
Human services.....	974,894	-	-	101,627	1,076,521
Culture and recreation.....	1,463,226	-	-	1,678,366	3,141,592
Pension benefits.....	10,369,777	-	-	-	10,369,777
Property and liability insurance.....	351,987	-	-	-	351,987
Employee benefits.....	7,363,094	-	-	-	7,363,094
State and county charges.....	581,921	-	-	-	581,921
Capital outlay.....	2,952,420	-	-	-	2,952,420
Debt service:					
Principal.....	3,470,000	-	-	-	3,470,000
Interest.....	1,276,338	-	-	-	1,276,338
TOTAL EXPENDITURES.....	86,534,126	1,779,786	3,853,048	13,523,901	105,690,861
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....	640,044	(318,667)	(3,853,048)	(1,967,670)	(5,499,341)
OTHER FINANCING SOURCES (USES):					
Issuance of long-term debt.....	-	-	8,650,000	4,840,000	13,490,000
Premium from issuance of bonds.....	725,000	-	-	84,915	809,915
Transfers in.....	848,253	-	-	-	848,253
Transfers out.....	-	-	-	(557,275)	(557,275)
TOTAL OTHER FINANCING SOURCES (USES).....	1,573,253	-	8,650,000	4,367,640	14,590,893
NET CHANGE IN FUND BALANCES.....	2,213,297	(318,667)	4,796,952	2,399,970	9,091,552
FUND BALANCES AT BEGINNING OF YEAR.....	16,769,674	727,702	(79,126)	7,393,055	24,811,305
FUND BALANCES AT END OF YEAR.....	\$ 18,982,971	\$ 409,035	\$ 4,717,826	\$ 9,793,025	\$ 33,902,857

See notes to basic financial statements.

Comprehensive Annual Financial Report

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2016

Net change in fund balances - total governmental funds.....	\$	9,091,552
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.		
Capital outlay.....	10,582,910	
Depreciation expense.....	<u>(7,310,554)</u>	
Net effect of reporting capital assets.....		3,272,356
Revenues in the Statement of Activities that do not provide current financial resources are fully deferred in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue for various types of accounts receivable (i.e., real estate and personal property, motor vehicle excise, etc.) differ between the two statements. This amount represents the net change in unavailable revenue.....		
		(1,166,100)
The issuance of long-term debt (e.g., bonds and leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the Statement of Activities.		
Capital lease principal payments.....	141,955	
Proceeds from bonds and notes.....	(13,490,000)	
Debt service principal payments.....	<u>3,470,000</u>	
Net effect of reporting long-term debt.....		(9,878,045)
Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.		
Net change in compensated absences accrual.....	(114,000)	
Net change in accrued interest on long-term debt.....	(107,639)	
Net change in other postemployment benefits.....	(543,377)	
Amortization of bond premiums.....	(685,455)	
Net change in deferred outflow/(inflow) of resources related to pensions.....	3,227,218	
Net change in net pension liability.....	<u>(4,615,821)</u>	
Net effect of recording long-term liabilities.....		<u>(2,839,074)</u>
Change in net position of governmental activities.....	\$	<u><u>(1,519,311)</u></u>

See notes to basic financial statements.

Comprehensive Annual Financial Report

PROPRIETARY FUNDS
STATEMENT OF NET POSITION

JUNE 30, 2016

		Business-type Sewer Enterprise
ASSETS		
CURRENT:		
Cash and cash equivalents.....	\$	4,855,553
Receivables, net of allowance for uncollectibles:		
User fees.....		2,167,893
Intergovernmental.....		48,391
Total current assets.....		7,071,837
NONCURRENT:		
Receivables, net of allowance for uncollectibles:		
Intergovernmental.....		105,859
Capital assets, not being depreciated.....		350,850
Capital assets, net of accumulated depreciation.....		12,343,050
Total noncurrent assets.....		12,799,759
TOTAL ASSETS.....		19,871,596
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflows of resources related to pensions.....		200,039
LIABILITIES		
CURRENT:		
Warrants payable.....		10,886
Accrued payroll.....		5,920
Accrued interest.....		18,345
Compensated absences.....		23,000
Bonds payable.....		442,060
Total current liabilities.....		500,211
NONCURRENT:		
Other postemployment benefits.....		291,015
Net pension liability.....		984,728
Bonds payable.....		1,680,000
Total noncurrent liabilities.....		2,955,743
TOTAL LIABILITIES.....		3,455,954
DEFERRED INFLOWS OF RESOURCES		
Deferred inflows of resources related to pensions.....		82,990
TOTAL DEFERRED INFLOWS OF RESOURCES.....		82,990
NET POSITION		
Net invested in capital assets.....		11,327,932
Unrestricted.....		5,204,759
TOTAL NET POSITION.....	\$	16,532,691

See notes to basic financial statements.

Comprehensive Annual Financial Report

PROPRIETARY FUNDS
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

YEAR ENDED JUNE 30, 2016

	Business-type Sewer Enterprise
<u>OPERATING REVENUES:</u>	
Charges for services	\$ 4,978,724
<u>OPERATING EXPENSES:</u>	
Cost of services and administration	1,049,601
MWRA assessment.....	2,473,296
Depreciation.....	713,958
 TOTAL OPERATING EXPENSES	 4,236,855
 OPERATING INCOME (LOSS).....	 741,869
<u>NONOPERATING REVENUES (EXPENSES):</u>	
Interest expense.....	(62,725)
Intergovernmental.....	25,910
 TOTAL NONOPERATING REVENUES (EXPENSES), NET.....	 (36,815)
 INCOME/(LOSS) BEFORE TRANSFERS AND CAPITAL CONTRIBUTIONS...	 705,054
<u>CAPITAL CONTRIBUTIONS:</u>	
Intergovernmental.....	432,000
Sewer betterments.....	26,315
 TOTAL CONTRIBUTIONS.....	 458,315
<u>TRANSFERS:</u>	
Transfers out.....	(290,978)
 CHANGE IN NET POSITION.....	 872,391
 NET POSITION AT BEGINNING OF YEAR.....	 15,660,300
 NET POSITION AT END OF YEAR.....	 \$ 16,532,691

See notes to basic financial statements.

Comprehensive Annual Financial Report

PROPRIETARY FUNDS	
STATEMENT OF CASH FLOWS	
YEAR ENDED JUNE 30, 2016	
	Business-type Sewer Enterprise
<u>CASH FLOWS FROM OPERATING ACTIVITIES:</u>	
Receipts from customers and users.....	\$ 4,829,825
Payments to vendors.....	(3,145,809)
Payments to employees.....	(341,714)
NET CASH FROM OPERATING ACTIVITIES.....	1,342,302
<u>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</u>	
Transfers out.....	(290,978)
<u>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</u>	
Proceeds from the issuance of bonds and notes.....	234,000
Intergovernmental subsidy.....	25,910
Acquisition and construction of capital assets.....	(60,690)
Capital receipts from other governments.....	432,000
Capital contributions.....	26,315
Principal payments on bonds and notes.....	(342,199)
Interest expense.....	(54,756)
NET CASH FROM CAPITAL AND RELATED FINANCING ACTIVITIES.....	260,580
NET CHANGE IN CASH EQUIVALENTS.....	1,311,904
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR.....	3,543,649
(includes \$OPEN reported as restricted cash in the enterprise fund).....	
CASH AND CASH EQUIVALENTS AT END OF YEAR.....	\$ 4,855,553
<u>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH FROM OPERATING ACTIVITIES:</u>	
Operating income (loss).....	\$ 741,869
Adjustments to reconcile operating income (loss) to net cash from operating activities:	
Depreciation.....	713,958
Deferred (outflows)/inflows related to pensions.....	(80,802)
Changes in assets and liabilities:	
User fees.....	(148,899)
Warrants payable.....	(37,722)
Accrued payroll.....	(9,979)
Accrued compensated absences.....	4,000
Other postemployment benefits.....	52,919
Net pension liability.....	106,958
Total adjustments.....	600,433
NET CASH FROM OPERATING ACTIVITIES.....	\$ 1,342,302
<u>NONCASH INVESTING, CAPITAL AND FINANCING ACTIVITIES:</u>	
Intergovernmental debt service subsidy.....	\$ 47,361
See notes to basic financial statements.	

FIDUCIARY FUNDS			
STATEMENT OF FIDUCIARY NET POSITON			
JUNE 30, 2016			
	Other Postemployment Benefit Trust Fund	Private Purpose Trust Funds	Agency Fund
ASSETS			
Cash and cash equivalents.....	\$ -	\$ 313,963	\$ 266,021
Investments:			
PRIT.....	3,144,886	-	-
Receivables, net of allowance for uncollectibles:			
Departmental and other.....	-	-	122,289
TOTAL ASSETS.....	3,144,886	313,963	388,310
LIABILITIES			
Liabilities due depositors.....	-	-	388,310
NET POSITION			
Held in trust for OPEB and other purposes.....	\$ 3,144,886	\$ 313,963	\$ -

See notes to basic financial statements.

FIDUCIARY FUNDS		
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION		
YEAR ENDED JUNE 30, 2016		
	Other Postemployment Benefit Trust Fund	Private Purpose Trust Funds
ADDITIONS:		
Contributions:		
Employer.....	\$ 1,350,000	\$ -
Private donations.....	-	96,935
Total contributions.....	1,350,000	96,935
Net investment income:		
Net change in fair value of investments.....	70,598	-
Interest.....	148	3,188
Total investment income (loss).....	70,746	3,188
TOTAL ADDITIONS.....	1,420,746	100,123
DEDUCTIONS:		
Educational scholarships.....	-	88,698
TOTAL DEDUCTIONS.....	-	88,698
CHANGE IN NET POSITION.....	1,420,746	11,425
NET POSITION AT BEGINNING OF YEAR.....	1,724,140	302,538
NET POSITION AT END OF YEAR.....	\$ 3,144,886	\$ 313,963

See notes to basic financial statements.

Comprehensive Annual Financial Report

Notes to Basic Financial Statements

Year Ended June 30, 2016

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying basic financial statements of the Town of Westwood, Massachusetts (the Town) have been prepared in accordance with accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the recognized standard-setting body for establishing governmental accounting and financial reporting principles. The significant Town accounting policies are described herein.

A. Reporting Entity

An elected three-member Board of Selectmen governs the Town.

For financial reporting purposes, the Town has included all funds, organizations, agencies, boards, commissions and institutions. The Town has also considered all potential component units for which it is financially accountable as well as other organizations for which the nature and significance of their relationship with the Town are such that exclusion would cause the Town's basic financial statements to be misleading or incomplete. As required by GAAP, these basic financial statements present the Town (the Primary Government) and its component units. The Town did not identify any component units requiring inclusion in the basic financial statements.

Joint Ventures

The Town has entered into a joint venture with the Towns of Avon, Canton, Dedham, Braintree, Holbrook, Milton, Norwood, and Randolph to pool resources and share the costs, risks and rewards of providing vocational education through the Blue Hills Regional Technical School District (District). As of June 30, 2016, the District has no significant unassigned fund balance and has no outstanding long-term bonds. The following is the address where the District's financial statements are available, its purpose, and the assessment paid by the Town during 2016.

<u>Joint Venture and Address</u>	<u>Purpose</u>	<u>2016 Assessment</u>
Blue Hills Regional Technical School District 800 Randolph Street, Canton, MA 02021	To provide vocational education	<u>\$ 158,075</u>

The Town has no equity interest in the District.

Jointly Governed Organizations

The Board of Selectmen is responsible for appointing three of the six-member Board of Water Commissioners of the Dedham-Westwood Water District. The Town's accountability for this organization does not extend beyond making these appointments.

B. Government-Wide and Fund Financial Statements

Government-Wide Financial Statements

The government-wide financial statements (i.e., statement of net position and the statement of changes in net position) report information on all of the non-fiduciary activities of the primary government and its component units.

Comprehensive Annual Financial Report

Notes to Basic Financial Statements

Year Ended June 30, 2016

Governmental activities, which are primarily supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which are supported primarily by user fees and charges.

Fund Financial Statements

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though fiduciary funds are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. Nonmajor funds are aggregated and displayed in a single column.

Major Fund Criteria

Major funds must be reported if the following criteria are met:

- ☐ If the total assets and deferred outflows of resources, liabilities and deferred inflows of resources, revenues, or expenditures/expenses of an individual governmental or enterprise fund are at least 10 percent of the corresponding element (assets and deferred outflows of resources, liabilities and deferred inflows of resources, etc.) for all fund of that category or type (total governmental or total enterprise funds), *and*
- ☐ If the total assets and deferred outflows of resources, liabilities and deferred inflows of resources, revenues or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding element for all governmental and enterprise funds combined.

Additionally, any other governmental or enterprise fund that management believes is particularly significant to the basic financial statements may be reported as a major fund.

Fiduciary funds are reported by fund type.

C. Measurement Focus, Basis of Accounting and Basis of Presentation

Government-Wide Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred. Real estate and personal property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The statement of activities demonstrates the degree to which the direct expenses of a particular function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include the following:

- ☐ Charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment.
- ☐ Grants and contributions that are restricted to meeting the operational requirements of a particular function or segment.
- ☐ Grants and contributions that are restricted to meeting the capital requirements of a particular function or segment.

Comprehensive Annual Financial Report

Notes to Basic Financial Statements

Year Ended June 30, 2016

Taxes and other items not identifiable as program revenues are reported as general revenues.

For the most part, the effect of interfund activity has been removed from the government-wide financial statements. However, the effect of interfund services provided and used between functions is not eliminated as the elimination of these charges would distort the direct costs and program revenues reported for the functions affected.

Fund Financial Statements

Governmental fund financial statements are reported using the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt which is recognized when due, and certain compensated absences, and claims and judgments which are recognized when the obligations are expected to be liquidated with current expendable available resources.

Real estate and personal property tax revenues are considered available if they are collected within 60 days after year-end. Investment income is susceptible to accrual. Other receipts and tax revenues become measurable and available when the cash is received and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria is met. Expenditure driven grants recognize revenue when the qualifying expenditures are incurred and all other grant requirements are met.

The following major governmental funds are reported:

The *general fund* is the primary operating fund. It is used to account for all financial resources, except those that are required to be accounted for in another fund.

The *university station project fund* is used to account for the funds received in connection with the development and renovation of the new train station as well as residential, commercial, and retail units.

The *fire station project fund* is used to account for the funds received and expended in connection with the construction of the new fire station.

The nonmajor governmental funds consist of other special revenue, capital projects and permanent funds that are aggregated and presented in the *nonmajor governmental funds* column on the governmental funds financial statements. The following describes the general use of these fund types:

The *special revenue fund* is used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than permanent funds or capital projects.

The *capital projects fund* is used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets of the governmental funds.

The *permanent fund* is used to account for financial resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the governmental programs.

Comprehensive Annual Financial Report

Notes to Basic Financial Statements

Year Ended June 30, 2016

Proprietary fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the proprietary funds principal ongoing operations. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

The following major proprietary fund is reported:

The *sewer enterprise fund* is used to account for the Town's sewer activities.

Fiduciary fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting except for the agency fund, which has no measurement focus. Fiduciary funds are used to account for assets held in a trustee capacity for others that cannot be used to support the governmental programs.

The following fiduciary fund types are reported:

The *other postemployment benefit trust fund* is used to account for and accumulate resources to provide funding for future OPEB (other postemployment benefit) liabilities.

The *private-purpose trust fund* is used to account for trust arrangements that exclusively benefit individuals, private organizations, or other governments. Some of these trusts have donor restrictions and trustee policies that do not allow the endowment portion and any unrealized appreciation to be spent. The donor restrictions and trustee policies only allows the trustees to authorize spending of the realized investment earnings. The Town's educational scholarship trusts are accounted for in this fund.

The *agency fund* is used to account for assets held in a purely custodial capacity. The Town's agency fund consists primarily of student activities and planning deposits.

D. Cash and Investments

Government-Wide and Fund Financial Statements

The Town's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with an original maturity of three months or less from the date of acquisition.

Investments are carried at fair value.

E. Fair Value Measurements

The Town reports required types of financial instruments in accordance with the fair value standards. These standards require an entity to maximize the use of observable inputs (such as quoted prices in active markets) and minimize the use of unobservable inputs (such as appraisals or valuation techniques) to determine fair value. Fair value standards also require the government to classify these financial instruments into a three-level hierarchy, based on the priority of inputs to the valuation technique or in accordance with net asset value practical expedient rules, which allow for either Level 2 or Level 3 depending on lock up and notice periods associated with the underlying funds.

Instruments measured and reported at fair value are classified and disclosed in one of the following categories:

Level 1 – Quoted prices are available in active markets for identical instruments as of the reporting date. Instruments, which are generally included in this category, include actively traded equity and debt securities, U.S. government obligations, and mutual funds with quoted market prices in active markets.

Level 2 – Pricing inputs are other than quoted in active markets, which are either directly or indirectly observable as of the reporting date, and fair value is determined through the use of models or other valuation methodologies. Certain fixed income securities, primarily corporate bonds, are classified as Level 2 because fair values are estimated using pricing models, matrix pricing, or discounted cash flows.

Level 3 – Pricing inputs are unobservable for the instrument and include situations where there is little, if any, market activity for the instrument. The inputs into the determination of fair value require significant management judgment or estimation.

In some instances the inputs used to measure fair value may fall into different levels of the fair value hierarchy and is based on the lowest level of input that is significant to the fair value measurement.

Market price is affected by a number of factors, including the type of instrument and the characteristics specific to the instrument. Instruments with readily available active quoted prices generally will have a higher degree of market price observability and a lesser degree of judgment used in measuring fair value. It is reasonably possible that change in values of these instruments will occur in the near term and that such changes could materially affect amounts reported in these financial statements. For more information on the fair value of the Town's financial instruments, see Note 2 – Cash and Cash Equivalents.

F. Accounts Receivable

Government-Wide and Fund Financial Statements

The recognition of revenue related to accounts receivable reported in the government-wide financial statements and the proprietary funds and fiduciary funds financial statements are reported under the accrual basis of accounting. The recognition of revenue related to accounts receivable reported in the governmental funds financial statements are reported under the modified accrual basis of accounting.

Real Estate, Personal Property Taxes and Tax Liens

Real estate and personal property taxes are levied and based on values assessed on January 1st of every year. Assessed values are established by the Board of Assessors for 100% of the estimated fair market value. Taxes are due on August 1st, November 1st, February 1st and May 1st and are subject to penalties and interest if they are not paid by the respective due date. Real estate tax liens are processed annually on delinquent properties. Real estate and personal property taxes levied are recorded as receivables in the year of the levy and are recorded under the modified accrual basis of accounting.

Real estate tax liens are processed six months after the close of the valuation year on delinquent properties and are recorded as receivables in the year they are processed.

Real estate receivables are secured via the tax lien process and are considered 100% collectible. Accordingly, an allowance for uncollectibles is not reported.

Personal property taxes cannot be secured through the lien process. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

Comprehensive Annual Financial Report

Notes to Basic Financial Statements

Year Ended June 30, 2016

Motor Vehicle Excise Taxes

Motor vehicle excise taxes are assessed annually for each vehicle registered and are recorded as receivables in the year of the levy. The Commonwealth is responsible for reporting the number of vehicles registered and the fair values of those vehicles. The tax calculation is the fair value of the vehicle multiplied by \$25 per \$1,000 of value.

The allowance for uncollectibles is estimated based on historical trends and specific account analysis.

User Fees

Sewer fees are levied quarterly based on individual meter readings and are subject to penalties and interest if they are not paid by the respective due date. Sewer liens are processed in October of every year and included as a lien on the property owner's tax bill. Sewer charges are recorded as receivables in the year of the levy and are recorded under the full accrual basis of accounting.

Departmental and Other

Departmental and other receivables consist primarily of police details, ambulance fees and school rentals and are recorded as receivables in the year accrued. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

Intergovernmental

Various federal and state grants for operating and capital purposes are applied for and received annually. For non-expenditure driven grants, receivables are recorded as soon as all eligibility requirements imposed by the provider have been met. For expenditure driven grants, receivables are recorded when the qualifying expenditures are incurred and all other grant requirements are met. These receivables are considered 100% collectible and therefore do not report an allowance for uncollectibles.

G. Inventories

Inventories are recorded as expenditures at the time of purchase. Such inventories are not material in total to the basic financial statements and therefore are not reported.

H. Capital Assets

Capital assets, which include land, buildings and improvements, vehicles, machinery and equipment, furniture and fixtures, and infrastructure (e.g., roads, street lights, sewer mains, and similar items), are reported in the applicable governmental or business-type activity column of the government-wide financial statements. Capital assets are recorded at historical cost or at estimated historical cost if actual historical cost is not available. Donated capital assets are recorded at the estimated fair market value at the date of donation. Except for the capital assets of the governmental activities column in the government-wide financial statements, construction period interest is capitalized on constructed capital assets.

All purchases and construction costs in excess of \$50,000 are capitalized at the date of acquisition or construction, respectively, with expected useful lives of greater than one year.

The Town has included all general infrastructure assets regardless of their acquisition date or amount. The Town was able to estimate the historical cost for the initial reporting of these assets through backtracking.

Comprehensive Annual Financial Report

Notes to Basic Financial Statements

Year Ended June 30, 2016

Capital assets (excluding land and construction in progress) are depreciated on a straight-line basis. The estimated useful lives of fixed assets are as follows:

Capital Asset Type	Estimated Useful Life (in years)
Buildings and improvements.....	7-40
Plant and infrastructure.....	7-40
Other buildings and improvements.....	7-40
Vehicles.....	5-10
Machinery and equipment.....	5-50
Infrastructure.....	5-50

I. Deferred Outflows/Inflows of Resources

Government-Wide Financial Statements (Net Position)

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/ expenditure) until then. The Town reported deferred outflows of resources related to pensions in this category.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Town did not have any items that qualify for reporting in this category.

Governmental Fund Financial Statements

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Town has recorded unavailable revenue as deferred inflows of resources in the governmental funds balance sheet. Unavailable revenue is recognized as revenue in the conversion to the government-wide (full accrual) financial statements.

J. Interfund Receivables and Payables

During the course of its operations, transactions occur between and within individual funds that may result in amounts owed between funds.

Government-Wide Financial Statements

Transactions of a buyer/seller nature between and within governmental funds are eliminated from the governmental activities in the statement of net position. Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of net position as "internal balances".

Comprehensive Annual Financial Report

Notes to Basic Financial Statements

Year Ended June 30, 2016

Fund Financial Statements

Transactions of a buyer/seller nature between and within funds are *not* eliminated from the individual fund statements. Receivables and payables resulting from these transactions are classified as "Due from other funds" or "Due to other funds" on the balance sheet.

K. Interfund Transfers

During the course of its operations, transactions occur between and within individual funds that may result in amounts owed between funds.

Government-Wide Financial Statements

Transfers between and within governmental funds are eliminated from the governmental activities in the statement of activities. Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of activities as "Transfers, net".

Fund Financial Statements

Transfers between and within funds are *not* eliminated from the individual fund statements and are reported as transfers in and transfers out.

L. Net Position and Fund Equity

Government-Wide Financial Statements (Net Position)

Net position reported as "net investment in capital assets" includes capital assets, net of accumulated depreciation, less the principal balance of outstanding debt used to acquire capital assets. Unspent proceeds of capital related debt are not considered to be capital assets. Outstanding debt related to future reimbursements from the state's school building program is not considered to be capital related debt.

Net position is reported as restricted when amounts that are not available for appropriation or are legally restricted by outside parties for a specific future use.

Net position has been "restricted for" the following:

"Permanent funds – expendable" represents the amount of realized and unrealized investment earnings of donor restricted trusts. The donor restrictions and trustee policies only allows the trustees to approve spending of the realized investment earnings that support governmental programs.

"Permanent funds – nonexpendable" represents the endowment portion of donor restricted trusts that support governmental programs.

"Gifts and Grants" – represents restrictions placed on assets from outside parties.

Sometimes the Town will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted – net position and unrestricted – net position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Town's policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

Comprehensive Annual Financial Report

Notes to Basic Financial Statements

Year Ended June 30, 2016

Fund Financial Statements (Fund Balances)

Governmental fund balances are classified as nonspendable, restricted, committed, assigned, or unassigned based on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

The governmental fund balance classifications are as follows:

"Nonspendable" fund balance includes amounts that cannot be spent because they are either not in spendable form or they are legally or contractually required to be maintained intact.

"Restricted" fund balance includes amounts subject to constraints placed on the use of resources that are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments' or that are imposed by law through constitutional provisions or enabling legislation.

"Committed" fund balance includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority. Town Meeting is the highest level of decision making authority that can, by adoption of a Town Meeting warrant article, commit funds for a specific purpose. Once voted, the limitation imposed by the vote remains in place until the funds are used for their intended purpose or a Town Meeting vote is taken to rescind the commitment.

"Assigned" fund balance includes amounts that are constrained by the Town's intent to be used for specific purposes, but are neither restricted nor committed. The Town's by-laws authorize the Town Accountant to assign fund balance. Assignments generally only exist temporarily. Additional action does not have to be taken for the removal of an assignment.

"Unassigned" fund balance includes the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund.

The Town's spending policy is to spend restricted fund balance first, followed by committed, assigned and unassigned fund balance. Most governmental funds are designated for one purpose at the time of their creation. Therefore, any expenditure from the fund will be allocated to the applicable fund balance classifications in the order of the aforementioned spending policy. The general fund and certain other funds may have more than one purpose.

M. Long-term debt

Government-Wide and Proprietary Fund Financial Statements

Long-term debt is reported as liabilities in the government-wide and proprietary fund statement of net position. Material bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount.

Governmental Fund Financial Statements

The face amount of governmental funds long-term debt is reported as other financing sources. Bond premiums and discounts, as well as issuance costs, are recognized in the current period. Bond premiums are reported as other financing sources and bond discounts are reported as other financing uses. Issuance costs, whether or not withheld from the actual bond proceeds received, are reported as general government expenditures.

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Notes to Basic Financial Statements

Year Ended June 30, 2016

N. Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Norfolk County Contributory Retirement System and Massachusetts Teachers Retirement System and additions to/deductions from the System's fiduciary net position have been determined on the same basis as they are reported by the Systems. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

O. Investment Income

Excluding the permanent funds, investment income derived from major and nonmajor governmental funds is legally assigned to the general fund unless otherwise directed by Massachusetts General Law (MGL).

Investment income from proprietary funds is voluntarily assigned and transferred to the general fund.

P. Compensated Absences

Employees are granted vacation and sick leave in varying amounts based on collective bargaining agreements, state laws and executive policies.

Government-Wide and Proprietary Fund Financial Statements

Vested or accumulated vacation and sick leave are reported as liabilities and expensed as incurred.

Governmental Fund Financial Statements

Vested or accumulated vacation and sick leave, which will be liquidated with expendable available financial resources, are reported as expenditures and fund liabilities.

Compensated absences are reported in the governmental funds only if they have matured.

Q. Use of Estimates

Government-Wide and Fund Financial Statements

The preparation of basic financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure for contingent assets and liabilities at the date of the basic financial statements and the reported amounts of the revenues and expenditures/expenses during the year. Actual results could vary from estimates that were used.

R. Total Column

Government-Wide Financial Statements

The total column presented on the government-wide financial statements represents consolidated financial information.

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Notes to Basic Financial Statements

Year Ended June 30, 2016

Fund Financial Statements

The total column on the fund financial statements is presented only to facilitate financial analysis. Data in this column is not the equivalent of consolidated financial information.

S. Appropriation Deficit

The Town reported appropriation deficits in the police department salary budget and the snow and ice budget. These deficits will be raised on the Town's future year tax recapitulation sheet.

NOTE 2 – CASH AND INVESTMENTS

A cash and investment pool is maintained that is available for use by all funds. Each fund type's portion of this pool is displayed on the balance sheet as "Cash and Cash Equivalents". The deposits and investments of the trust funds are held separately from those of other Town funds.

The Town follows internal investment policies as well as investment policies established under Massachusetts General Laws. The Commonwealth's statutes authorize the investment in obligations of the U.S. Treasury, agencies, and instrumentalities, certificates of deposit, repurchase agreements, money market accounts, bank deposits and the State Treasurer's Investment Pool (Pool). Additionally, they allow the Town to invest trust funds in trust companies incorporated under the laws of the Commonwealth, banking companies incorporated under the laws of the Commonwealth which are members of the Federal Deposit Insurance Corporation (FDIC), national banks, in participation units in combined investment funds, in paid-up shares and accounts of and in cooperative banks, in shares of savings and loan associations, in shares or savings deposits of federal savings and loan associations doing business in the Commonwealth to an amount not exceeding one hundred thousand dollars, and in bonds or notes which are legal investments for savings banks. Municipalities having trust funds in the custody of the Treasurer in an aggregate amount in excess of two hundred and fifty thousand dollars may also invest trust funds in securities, other than mortgages and collateral loans, which are legal for the investment of funds of savings banks under the laws of the Commonwealth provided that not more than fifteen percent of any such trust funds shall be invested in bank stocks and insurance company stocks, nor shall more than one and one-half percent of such funds be invested in the stock of any one bank or insurance company.

The Pool meets the criteria of an external investment pool. The Pool is administered by the Massachusetts Municipal Depository Trust (MMDT), which was established by the Treasurer of the Commonwealth of Massachusetts who serves as Trustee. The fair value of the position in the Pool is the same as the value of the Pool shares.

Custodial Credit Risk - Deposits

In the case of deposits, this is the risk that in the event of a bank failure, the Town's deposits may not be returned to it. The Town's deposit and investment policy allows for unlimited investments in MMDT, U.S. Treasuries and Agencies that will be held to maturity with maturities up to one year from the date of purchase, and bank accounts and Certificates of Deposit with maturities up to one year which are fully collateralized or fully insured.

Additionally, the Town's policy allows for investments in unsecured bank deposits such as checking, savings, money market or Certificates of Deposit with maturities up to three months. Unsecured deposits in each institution are limited to no more than 5% of an institution's assets and no more than 20% of the Town's total cash. At year-end, the carrying amount of deposits totaled \$38,526,245 and the bank balance totaled \$39,199,353. Of the bank balance, \$2,000,000 was covered by Federal Depository Insurance, \$16,880,557 was covered by the Depositors Insurance Fund, \$63,663 was covered by the Share Insurance Fund, \$492,090 was

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Notes to Basic Financial Statements

Year Ended June 30, 2016

covered by Securities Investor Protector Corporation, \$8,567,037 was collateralized and \$11,196,006 was subject to custodial credit risk because it was uninsured and uncollateralized.

Investments

As of June 30, 2016, the Town had the following investments:

Investment Type	Fair Value	Maturity 1-5 Years
<u>Debt Securities</u>		
Government Sponsored Enterprises...	\$ 1,395,936	\$ 1,395,936
Corporate Bonds.....	<u>407,522</u>	<u>407,522</u>
Total Debt Securities.....	1,803,458	<u>\$ 1,803,458</u>
<u>Other Investments</u>		
Equity Mutual Funds.....	\$ 293,301	
MMDT.....	<u>2,614,656</u>	
Total Investments.....	<u>\$ 4,711,415</u>	

In addition to the Town's investments reported above, the OPEB Trust held \$3,144,886 at June 30, 2016, all of which was invested in PRIT. The effective weighted duration rate for PRIT investments ranged from .14 to 24.23 years.

The Town participates in MMDT, which maintains a cash portfolio and a short-term bond fund with combined average maturities of approximately 3 months.

Custodial Credit Risk – Investments

For an investment, this is the risk that, in the event of a failure by the counterparty, the Town will not be able to recover the value of its investments or collateral security that are in the possession of the outside party. At June 30, 2016, the Town does not have any custodial credit risk exposure for its investments since open-end mutual funds and MMDT deposits are not subject to custodial credit risk because their existence is not evidenced by securities that exist in physical or book entry form. In addition to the deposit and investment restrictions listed above, the Town's investment policies allow for trust funds to be invested in any instruments allowed by the Legal List issued by the Banking Commissioner each July. Stabilization funds may be invested in National Banks, Savings Banks, Cooperative banks or trust companies organized under Massachusetts laws, Securities legal for savings banks (i.e. those included in the Legal List issued annually by the Banking Commissioner), Federal Savings and Loan Associations situated in the Commonwealth and the MMDT.

Interest Rate Risk

Interest rate risk exists when there is a possibility that changes in interest rates could adversely affect the fair value of the Town's investments. The Town manages its exposure to fair value losses arising from increasing interest rates by limiting the allowable maturities of investments. The Town's investment policy limits the maturities of investments in U.S. Treasuries, U.S. Agencies and secured Certificates of Deposit to a maximum of

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Notes to Basic Financial Statements

Year Ended June 30, 2016

one year from the date of purchase. Negotiable Certificates of Deposit are limited to a maximum of three months. The Town had no debt securities as of June 30, 2016.

Credit Risk

The Town's policy for Credit Risk requires all brokerage houses and broker/dealers wishing to do business with the Town to supply the Treasurer with audited financial statements, proof of National Association of Security Dealers certification, a statement that the dealer has read the Town's investment policy and will comply with it and proof of credit worthiness with minimum standards of at least five years in operation and a minimum capital of \$10 million. All of the Town's investments are unrated.

The Town's investments at June 30, 2016, are rated as follows:

Investment Type	Fair Value	Quality Ratings	
		AA+	A
<u>Debt Securities:</u>			
Government Sponsored Enterprises...	\$ 1,395,936	\$ 1,395,936	\$ -
Corporate Bonds.....	<u>407,522</u>	-	<u>407,522</u>
Total Debt Securities.....	<u>\$ 1,803,458</u>	<u>\$ 1,395,936</u>	<u>\$ 407,522</u>

Concentration of Credit Risk

The Town limits the amount that may be invested in any one issuer, except for MMDT, to no more than 5% of an institution's assets and no more than 30% of the Town's total investments. At June 30, 2016, the Town did not have more than 5% of the Town's investments in with any one issuer.

Fair Market Value of Investments

The Town holds investments that are measured at fair value on a recurring basis. Because investing is not a core part of the Town's mission, the Town determines that the disclosures related to these investments only need to be disaggregated by major type. The Town chooses a tabular format for disclosing the levels within the fair value hierarchy.

The Town categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

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Notes to Basic Financial Statements

Year Ended June 30, 2016

The Town has the following recurring fair value measurements as of June 30, 2016:

Investment Type	6/30/16	Fair Value Measurements Using		
		Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
<u>Debt Securities:</u>				
Corporate bonds.....	\$ 407,522	\$ -	\$ 407,522	\$ -
Government sponsored enterprises.....	1,395,936	1,395,936	-	-
Total debt securities.....	1,803,458	1,395,936	407,522	-
<u>Other investments:</u>				
Equity mutual funds.....	293,301	293,301	-	-
Total investments measured at fair value.....	2,096,759	\$ 1,689,237	\$ 407,522	\$ -
Investment measured at net asset value (NAV):				
PRIT investments.....	3,144,886			
Investment measured at amortized costs:				
MMDT.....	2,614,656			
Total investments.....	\$ 7,856,301			

U.S. government sponsored enterprise and equity mutual funds classified in Level 1 of the fair value hierarchy are valued using prices quoted in active markets for those securities. Corporate bonds classified in Level 2 of the fair value hierarchy are valued using a matrix pricing technique. Matrix pricing is used to value securities based on the securities' relationship to benchmark quoted prices.

PRIT investments are valued using the net asset value method. This investment pool was established by the Treasurer of the Commonwealth of Massachusetts, who serves as Trustee. PRIT is administered by the Pension Reserve Investment Management Board (PRIM). The fair values of the positions in each investment Pool are the same as the value of each Pool's shares. The Town does not have the ability to control any of the investment decisions relative to its funds in PRIT.

MMDT investments are valued at amortized cost. Under the amortized cost method, an investment is valued initially at its cost and adjusted for the amount of interest income accrued each day over the term of the investment to account for any difference between the initial cost and the amount payable at its maturity. If amortized cost is determined not to approximate fair value, the value of the portfolio securities will be determined under procedures established by the Advisor.

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Notes to Basic Financial Statements

Year Ended June 30, 2016

NOTE 3 – RECEIVABLES

At June 30, 2016, receivables for the individual major governmental funds and nonmajor funds in the aggregate, including the applicable allowances for uncollectible accounts, are as follows:

	Gross Amount	Allowance for Uncollectibles	Net Amount
<u>Receivables:</u>			
Real estate and personal property taxes.....	\$ 614,347	\$ -	\$ 614,347
Tax liens.....	989,202	-	989,202
Motor vehicle excise taxes.....	366,532	(107,000)	259,532
Departmental and other.....	313,674	(82,000)	231,674
Intergovernmental.....	9,669,219	-	9,669,219
Total.....	\$ 11,952,974	\$ (189,000)	\$ 11,763,974

At June 30, 2016, receivables for the fiduciary funds consist of the following:

	Gross Amount	Allowance for Uncollectibles	Net Amount
<u>Receivables:</u>			
Departmental and other.....	\$ 122,289	\$ -	\$ 122,289

At June 30, 2016, receivables for the enterprise fund consist of the following:

	Gross Amount	Allowance for Uncollectibles	Net Amount
<u>Receivables:</u>			
Sewer fees.....	\$ 2,167,893	\$ -	\$ 2,167,893
Intergovernmental.....	154,250	-	154,250
Total.....	\$ 2,322,143	\$ -	\$ 2,322,143

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Notes to Basic Financial Statements

Year Ended June 30, 2016

Governmental funds report *unavailable revenue* in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. At the end of the current year, the various components of *unavailable revenue* reported in the governmental funds were as follows:

	General Fund	Nonmajor Governmental Funds	Total
Receivable type:			
Real estate and personal property taxes.....	\$ 346,508	\$ -	\$ 346,508
Tax liens.....	989,202	-	989,202
Motor vehicle excise taxes.....	259,532	-	259,532
Departmental and other.....	30,734	200,940	231,674
Intergovernmental.....	8,947,000	722,219	9,669,219
Total.....	\$ 10,572,976	\$ 923,159	\$ 11,496,135

NOTE 4 – INTERFUND TRANSFERS

Interfund transfers for the year ended June 30, 2016, are summarized as follows:

	Transfers In:
Transfers Out:	General Fund
Nonmajor Governmental Fund.....	\$ 35,775 (A)
Nonmajor Governmental Fund.....	37,000 (B)
Nonmajor Governmental Fund.....	484,500 (C)
Sewer Enterprise Fund.....	290,978 (D)
Total.....	\$ 848,253

- (A) - Transfer from Special Revenue Bond Premiums Fund to support debt service expenditures.
(B) - Transfer from Special Revenue Revolving Funds to support conservation expenditures.
(C) - Transfer from Special Revenue Ambulance Receipts for ambulance operations.
(D) - Transfer from Sewer Fund to the General Fund.

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Notes to Basic Financial Statements

Year Ended June 30, 2016

NOTE 5 – CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2016, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities:				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 5,858,382	\$ 890,000	\$ -	\$ 6,748,382
Construction in progress.....	1,341,772	6,837,838	-	8,179,610
Total capital assets not being depreciated.....	7,200,154	7,727,838	-	14,927,992
<u>Capital assets being depreciated:</u>				
Buildings and improvements.....	108,733,085	143,733	-	108,876,818
Vehicles.....	8,305,981	604,875	(412,590)	8,498,266
Machinery and equipment.....	13,038,369	584,220	-	13,622,589
Infrastructure.....	67,645,965	1,522,244	(1,959,211)	67,208,998
Total capital assets being depreciated.....	197,723,400	2,855,072	(2,371,801)	198,206,671
<u>Less accumulated depreciation for:</u>				
Buildings and improvements.....	(36,609,261)	(2,992,291)	-	(39,601,552)
Vehicles.....	(5,502,300)	(918,839)	412,590	(6,008,549)
Machinery and equipment.....	(10,819,732)	(821,506)	-	(11,641,238)
Infrastructure.....	(32,586,384)	(2,577,918)	1,959,211	(33,205,091)
Total accumulated depreciation.....	(85,517,677)	(7,310,554)	2,371,801	(90,456,430)
Total capital assets being depreciated, net.....	112,205,723	(4,455,482)	-	107,750,241
Total governmental activities capital assets, net.....	\$ 119,405,877	\$ 3,272,356	\$ -	\$ 122,678,233

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Notes to Basic Financial Statements Year Ended June 30, 2016

	Beginning Balance	Increases	Decreases	Ending Balance
Business-type Activities:				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 350,850	\$ -	\$ -	\$ 350,850
<u>Capital assets being depreciated:</u>				
Plant and infrastructure.....	19,379,754	60,690	(362,526)	19,077,918
Other buildings and improvements.....	6,339,070	-	-	6,339,070
Vehicles.....	448,343	-	-	448,343
Machinery and equipment.....	510,212	-	-	510,212
Total capital assets being depreciated.....	26,677,379	60,690	(362,526)	26,375,543
<u>Less accumulated depreciation for:</u>				
Plant and infrastructure.....	(9,121,066)	(554,964)	362,526	(9,313,504)
Other buildings and improvements.....	(3,728,803)	(120,021)	-	(3,848,824)
Vehicles.....	(425,759)	(12,388)	-	(438,147)
Machinery and equipment.....	(405,433)	(26,585)	-	(432,018)
Total accumulated depreciation.....	(13,681,061)	(713,958)	362,526	(14,032,493)
Total capital assets being depreciated, net.....	12,996,318	(653,268)	-	12,343,050
Total business-type activities capital assets, net.....	\$ 13,347,168	\$ (653,268)	\$ -	\$ 12,693,900

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental Activities:	
General government.....	\$ 237,373
Public safety.....	427,999
Education.....	2,807,168
Public works.....	3,141,120
Human services.....	21,404
Culture and recreation.....	675,490
Total depreciation expense - governmental activities.....	\$ 7,310,554
Business-Type Activities:	
Sewer.....	\$ 713,958

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Notes to Basic Financial Statements

Year Ended June 30, 2016

NOTE 6 – CAPITAL LEASES

The Town has entered into a lease agreement for financing the acquisition of a fire truck. The lease agreement qualifies as a capital lease for accounting purposes and, therefore, has been recorded at the present value of the future minimum lease payments as of the inception date.

The asset acquired through a capital lease is as follows:

		Governmental Activities
Asset:		
Vehicles.....	\$	748,083
Accumulated depreciation.....		(374,042)
Total.....	\$	<u>374,041</u>

The future minimum lease obligation and the net present value of these minimum lease payments as of June 30, 2016, are as follows:

Years Ending June 30		Governmental Activities
2017.....	\$	151,043
2018.....		<u>151,042</u>
Total minimum lease payments.....		302,085
Less: amounts representing interest.....		<u>(9,213)</u>
Present value of minimum lease payments.....	\$	<u>292,872</u>

NOTE 7 – SHORT-TERM FINANCING

The Town is authorized to borrow on a temporary basis to fund the following:

- ☐ Current operating costs prior to the collection of revenues through issuance of revenue or tax anticipation notes (RANS or TANS).
- ☐ Capital project costs and other approved expenditures incurred prior to obtaining permanent financing through issuance of bond anticipation notes (BANS) or grant anticipation notes (GANS).
- ☐ Federal and state aided capital projects and other program expenditures prior to receiving reimbursement through issuance of federal and state aid anticipation notes (FANS and SANS).

Short-term loans are general obligations of the Town and carry maturity dates that are limited by statute. Interest expenditures for short-term borrowings are accounted for in the General Fund and Sewer Enterprise Fund.

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Notes to Basic Financial Statements

Year Ended June 30, 2016

Details related to the short-term debt activity for the year ended June 30, 2016, is as follows:

Type	Purpose	Issue Date	Maturity Date	Interest Rate (%)	Outstanding at June 30, 2015	Issued	Retired	Outstanding at June 30, 2016
BAN	Police Station Planning.....	6/18/15	9/2/15	1.50	\$ 1,000,000	\$ -	\$ (1,000,000)	\$ -
BAN	Police Station Planning.....	9/2/15	9/2/16	0.45	-	1,000,000	(1,000,000)	-
BAN	Roadway and Parking Area....	06/23/16	09/02/16	0.70	-	2,000,000	(2,000,000)	-
BAN	Land Acquisition.....	06/23/16	09/02/16	0.70	-	890,000	(890,000)	-
Total Governmental.....					\$ 1,000,000	\$ 3,890,000	\$ (4,890,000)	\$ -

On September 2, 2016, the Town rolled \$3,890,000 of BANS outstanding into a \$16,645,000 long-term bond. The \$3,890,000 has been recorded as long-term debt as of year-end.

NOTE 8 – LONG-TERM DEBT

State law permits the Town, under the provisions of Chapter 44, Section 10, to authorize indebtedness up to a limit of 5% of its equalized valuation. Debt issued in accordance with this section of the law is designated as being "inside the debt limit." In addition, however, a Town may authorize debt in excess of that limit for specific purposes. Such debt, when issued, is designated as being "outside the debt limit."

Details related to the Town's outstanding general obligation indebtedness at June 30, 2016, and the debt service requirements follow.

Project	Maturity Through	Original Loan Amount	Interest Rate (%)	Outstanding at June 30, 2015	Issued	Redeemed	Outstanding at June 30, 2016
Municipal Purpose Bonds of 2008.....	2023	\$ 3,830,000	3.50 - 4.00	\$ 1,435,000	\$ -	\$ (305,000)	\$ 1,130,000
Municipal Purpose Bonds of 2009.....	2029	3,500,000	2.13 - 5.00	2,450,000	-	(175,000)	2,275,000
Municipal Purpose Bonds of 2010.....	2031	9,300,000	3.25 - 4.00	7,440,000	-	(465,000)	6,975,000
Municipal Purpose Refunding Bonds of 2012....	2023	19,095,000	2.00 - 4.00	14,720,000	-	(1,920,000)	12,800,000
Municipal Purpose Bonds of 2013.....	2022	4,635,000	2.00 - 3.00	3,240,000	-	(465,000)	2,775,000
Municipal Purpose Bonds of 2014.....	2024	1,400,000	2.00 - 2.50	1,260,000	-	(140,000)	1,120,000
Municipal Purpose Bonds of 2015.....	2036	850,000	2.5 - 5.00	850,000	-	-	850,000
Municipal Purpose Bonds of 2016.....	2045	13,490,000	2.5 - 5.00	-	13,490,000	-	13,490,000
Total Future Debt Service Requirements.....				31,395,000	13,490,000	(3,470,000)	41,415,000
Unamortized Premium on Bonds.....				623,332	809,915	(124,460)	1,308,787
Total Governmental Bonds Payable.....				32,018,332	14,299,915	(3,594,460)	42,723,787
Municipal Purpose Bonds of 1998 (MCWT).....	2019	3,220,700	3.88	782,700	-	(187,100)	595,600
MWRA Notes 2013.....	2017	212,300	0.00	84,920	-	(42,460)	42,460
Municipal Purpose Bonds of 2014.....	2024	1,570,000	2.00 - 2.50	1,410,000	-	(160,000)	1,250,000
MWRA Notes 2016.....	2021	234,000	0.00	-	234,000	-	234,000
Total Enterprise Bonds Payable.....				2,277,620	234,000	(389,560)	2,122,060
Total General Obligation Bonds Payable.....				\$ 34,295,952	\$ 14,533,915	\$ (3,984,020)	\$ 44,845,847

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Notes to Basic Financial Statements

Year Ended June 30, 2016

Debt service requirements for principal and interest for bonds payable in the general fund in future years are as follows:

Year	Principal	Interest	Total
2017.....	\$ 4,385,000	\$ 1,434,825	\$ 5,819,825
2018.....	4,220,000	1,342,359	5,562,359
2019.....	4,165,000	1,186,198	5,351,198
2020.....	4,150,000	1,014,498	5,164,498
2021.....	4,130,000	852,698	4,982,698
2022-2026.....	12,115,000	2,441,953	14,556,953
2027-2031.....	5,400,000	935,690	6,335,690
2032-2036.....	2,550,000	239,559	2,789,559
2037-2041.....	175,000	33,966	208,966
2042-2045.....	125,000	9,150	134,150
Total.....	\$ 41,415,000	\$ 9,490,894	\$ 50,905,894

Debt service requirements for principal and interest for bonds payable in the sewer enterprise fund in future years are as follows:

Year	Principal	Interest	Total
2017.....	\$ 442,060	\$ 48,904	\$ 490,964
2018.....	405,300	32,639	437,939
2019.....	406,100	24,096	430,196
2020.....	201,800	15,888	217,688
2021.....	201,800	12,788	214,588
2022.....	155,000	9,688	164,688
2023.....	155,000	6,588	161,588
2024.....	155,000	3,488	158,488
Total.....	\$ 2,122,060	\$ 154,075	\$ 2,276,135

The Town has been approved to receive school construction assistance through the Massachusetts School Building Authority (MSBA). The MSBA provides resources for eligible construction costs and debt interest and borrowing costs. During 2016, approximately \$1,401,000 of such assistance was received. Approximately \$9,809,000 will be received in future years. Of this amount, approximately \$862,000 represents reimbursement of long-term interest costs, and approximately \$8,947,000 represents reimbursement of approved construction costs. Accordingly, a \$8,947,000 intergovernmental receivable and corresponding unavailable revenue has been recorded in the fund based financial statements and the change in the receivable has been recognized as revenue in the conversion to the government-wide financial statements.

The Town is scheduled to be subsidized by the Massachusetts Clean Water Trust (MCWT) on a periodic basis for principal in the amount of \$154,250 and interest costs for \$36,441. The principal subsidies are guaranteed and therefore a \$154,250 intergovernmental receivable has been recorded in the sewer enterprise fund at June 30, 2016. Net MCWT loan repayments, including interest, are scheduled to be \$443,984. Since the Town is legally obligated for the total amount of the debt, such amounts have been recorded in the accompanying basic financial statements. During 2016 the principal subsidy totaled \$47,361 and the interest subsidy totaled \$25,910.

The Town is a member of the Massachusetts Water Resources Authority (MWRA) which offers its members interest free loans for various purposes. The Town has \$276,460 in loans outstanding at June 30, 2016. The imputed interest on this loan is immaterial and has not been recognized by the Town.

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Notes to Basic Financial Statements

Year Ended June 30, 2016

The Town is subject to various debt limits by statute and may issue additional general obligation debt under the normal debt limit. At June 30, 2016, the Town had the following authorized and unissued debt:

Purpose	Date Voted	Article	Amount Authorized and Unissued
Police Construction.....	5/2/2016	15	\$ 13,205,000

Changes in Long-Term Liabilities

During the year ended June 30, 2016, the following changes occurred in long-term liabilities:

	Balance at June 30, 2015	Additions	Retirements and Other	Balance at June 30, 2016	Current Portion
Governmental Activities:					
Long-Term Bonds.....	\$ 31,395,000	\$ 13,490,000	\$ (3,470,000)	\$ 41,415,000	\$ 4,385,000
Unamortized Premium on Bonds.....	623,332	809,915	(124,460)	1,308,787	167,628
Other Postemployment Benefits.....	22,531,402	3,692,110	(3,148,733)	23,074,779	-
Capital Lease Obligations.....	434,827	-	(141,955)	292,872	144,922
Compensated Absences.....	1,903,000	1,310,000	(1,196,000)	2,017,000	1,283,000
Net Pension Liability.....	34,530,950	4,615,821	-	39,146,771	-
Total Governmental Activities.....	91,418,511	23,917,846	(8,081,148)	107,255,209	5,980,550
Business-Type Activities:					
Long-Term Bonds.....	2,277,620	234,000	(389,560)	2,122,060	442,060
Other Postemployment Benefits.....	238,096	114,189	(61,270)	291,015	-
Compensated Absences.....	19,000	23,000	(19,000)	23,000	23,000
Net Pension Liability.....	877,770	106,958	-	984,728	-
Total Business-Type Activities.....	3,412,486	478,147	(469,830)	3,420,803	465,060
Total.....	\$ 94,830,997	\$ 24,395,993	\$ (8,550,978)	\$ 110,676,012	\$ 6,445,610

Compensated absence liabilities and other postemployment benefit liabilities related to both governmental and business-type activities are normally paid from the general fund and sewer enterprise funds, respectively.

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Notes to Basic Financial Statements

Year Ended June 30, 2016

NOTE 9 – GOVERNMENTAL FUND BALANCE CLASSIFICATIONS

The Town classifies fund balances according to the constraints imposed on the use of those resources. There are two major types of fund balances, which are nonspendable and spendable.

GASB 54 provides for two major types of fund balance, which are nonspendable and spendable. Nonspendable fund balances are balances that cannot be spent because they are not expected to be converted to cash or they are legally or contractually required to remain intact. Examples of this classification are prepaid items, inventories, and principal (corpus) of an endowment fund. The Town has reported principal portions of endowment funds as nonspendable.

In addition to the nonspendable fund balances, GASB 54 has provided a hierarchy of spendable fund balances, based on a hierarchy of spending constraints.

- ☐ Restricted: fund balances that are constrained by external parties, constitutional provisions, or enabling legislation.
- ☐ Committed: fund balances that contain self-imposed constraints of the government from its highest level of decision making authority.
- ☐ Assigned: fund balances that contain self-imposed constraints of the government to be used for a particular purpose.
- ☐ Unassigned: fund balance of the general fund that is not constrained for any particular purpose.

The Town's spending policy is to spend restricted fund balance first, followed by committed, assigned and unassigned fund balance. Most governmental funds are designated for one purpose at the time of their creation. Therefore, any expenditure from the fund will be allocated to the applicable fund balance classifications in the order of the aforementioned spending policy. The general fund and certain other funds may have more than one purpose.

Massachusetts General Law Ch.40 §5B allows for the establishment of Stabilization funds for one or more different purposes. The creation of a fund requires a two-thirds vote of the legislative body and must clearly define the purpose of the fund. Any changes to the purpose of the fund along with any additions to or appropriations from the fund required a two-thirds vote of the legislative body. At year end the balance of the General Stabilization fund is \$4.5 million and is reported as unassigned fund balance within the General Fund.

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Notes to Basic Financial Statements

Year Ended June 30, 2016

As of June 30, 2016, the governmental fund balance consisted of the following:

	GOVERNMENTAL FUNDS				
	General	University Station	Fire Station Project	Nonmajor Governmental Funds	Total Governmental Funds
FUND BALANCES					
Nonspendable:					
Permanent fund principal.....\$	- \$	- \$	- \$	371,122 \$	371,122
Restricted for:					
University station.....	-	409,035	-	-	409,035
Fire station project.....	-	-	4,717,826	-	4,717,826
Town grants and revolving funds.....	-	-	-	3,841,376	3,841,376
School lunch.....	-	-	-	58,280	58,280
Ambulance fund.....	-	-	-	643,760	643,760
School grants and revolving funds.....	-	-	-	3,300,882	3,300,882
Expendable governmental trusts.....	-	-	-	80,589	80,589
Roadway improvements.....	-	-	-	1,028,762	1,028,762
Facility renovations.....	-	-	-	369,731	369,731
Cemetery.....	-	-	-	22,484	22,484
Other nonexpendable trust funds.....	-	-	-	37,561	37,561
Committed to:					
Selectmen.....	25,458	-	-	-	25,458
Assessors department.....	11,386	-	-	-	11,386
Information systems.....	290,345	-	-	-	290,345
Conservation.....	20,000	-	-	-	20,000
University Station.....	3,344,609	-	-	-	3,344,609
Police department.....	31,358	-	-	-	31,358
Fire department.....	235,852	-	-	-	235,852
Education.....	522,755	-	-	-	522,755
Public works equipment.....	6,745	-	-	-	6,745
Municipal building repairs.....	51,455	-	-	-	51,455
Cemetery.....	2,335	-	-	-	2,335
Waste/collection/disposal.....	1,432	-	-	-	1,432
Human services.....	74,025	-	-	-	74,025
Assigned to:					
Personnel board.....	4,000	-	-	-	4,000
Information systems.....	9,776	-	-	-	9,776
Police department.....	51	-	-	-	51
Education salaries.....	1,145,611	-	-	-	1,145,611
Education expenses.....	43,781	-	-	-	43,781
Public works.....	4,063	-	-	-	4,063
School and field maintenance.....	4,936	-	-	-	4,936
Street lighting.....	5,635	-	-	-	5,635
Waste/collection/disposal.....	20,858	-	-	-	20,858
Human services.....	2,303	-	-	-	2,303
Library expenses.....	3,138	-	-	-	3,138
Employee benefits.....	6,464	-	-	-	6,464
Reserve for subsequent year expenditure.....	2,798,050	-	-	-	2,798,050
Unassigned.....	10,316,550	-	-	-	10,316,550
TOTAL FUND BALANCES.....\$	18,982,971 \$	409,035 \$	4,717,826 \$	9,754,547 \$	33,864,379

NOTE 10 – RISK FINANCING

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Town carries commercial insurance. The amount of claim settlements has not exceeded insurance coverage in any of the previous three years.

On July 1, 2015, the Town joined the Commonwealth of Massachusetts' Group Insurance Commission (GIC) which offers premium based insurance plans to GIC members. The GIC sets the rates for participating municipalities annually. Municipalities participating in the GIC plans are assessed a .05% administrative fee on their premium over what the State employees pay.

The Town is a member of the Massachusetts Interlocal Insurance Association (MIIA), a public entity risk pool currently operating as a common risk management and insurance program for workers' compensation benefits for employees other than uniformed police and fire personnel. MIIA is self-sustaining through member premiums and reinsures through commercial companies for stop loss insurance. The total premiums assessed by MIIA to the Town during 2016 totaled \$233,000 and are recorded in the general fund.

The Town is self-insured for the workers' compensation claims of police officers and firefighters and are paid on a pay-as-you-go basis from the General Fund. The estimated liability for workers' compensation claims is based on history and injury type. The Town's liability is not material at June 30, 2016, and therefore is not reported.

The Town is self-insured for unemployment compensation. During 2016, the Town appropriated \$112,000 to provide for anticipated costs of unemployment benefits. During 2016, claims related to unemployment compensation totaled \$36,000. The liability for unemployment compensation was not material at June 30, 2016, and therefore is not reported.

NOTE 11 – STABILIZATION FUND

The Town has \$4.5 million in a stabilization fund classified as part of the general fund in the governmental funds financial statements. The stabilization fund may be used for general and/or capital purposes upon Town Meeting approval.

NOTE 12 – PENSION PLAN

Plan Description

The Town is a member of the Norfolk County Retirement System (NCRS), a cost-sharing multiple-employer defined benefit pension plan covering eligible employees of the 41 member units. The system is administered by five board members (Board) on behalf of all current employees and retirees except for current teachers and retired teachers. Chapter 32 of the MGL assigns authority to establish and amend benefit provisions of the plan. A copy of their audited financial report may be obtained by visiting <http://www.norfolkcountyretirement.org>.

The Town is a member of the Massachusetts Teachers' Retirement System (MTRS), a cost-sharing multi-employer defined benefit plan. MTRS is managed by the Commonwealth of Massachusetts (Commonwealth) on behalf of municipal teachers and municipal teacher retirees. The Commonwealth is a nonemployer contributor and is responsible for 100% of the contributions and future benefit requirements of the MTRS. The MTRS covers certified teachers in cities (except Boston), towns, regional school districts, charter schools, educational collaboratives and Quincy College. The MTRS is part of the Commonwealth's reporting entity and the audited financial report may be obtained by visiting <http://www.mass.gov/osc/publications-and-reports/financial-reports/>.

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Notes to Basic Financial Statements

Year Ended June 30, 2016

Special Funding Situation

The Commonwealth is a nonemployer contributor and is required by statute to make 100% of all actuarially determined employer contributions on behalf of the Town to the MTRS. Therefore, the Town is considered to be in a special funding situation as defined by GASB Statement No. 68, *Accounting and Financial Reporting for Pensions* and the Commonwealth is a nonemployer contributor in MTRS. Since the Town does not contribute directly to MTRS, there is no net pension liability to recognize. The total of the Commonwealth provided contributions have been allocated based on each employer's covered payroll to the total covered payroll of employers in MTRS as of the measurement date of June 30, 2015. The Town's portion of the collective pension expense, contributed by the Commonwealth, of \$6,785,909 is reported in the general fund as intergovernmental revenue and pension expense in the current fiscal year. The portion of the Commonwealth's collective net pension liability associated with the Town is \$83,664,175 as of the measurement date.

Benefits Provided

Both Systems provide retirement, disability, survivor and death benefits to plan members and beneficiaries. Massachusetts Contributory Retirement System benefits are, with certain minor exceptions, uniform from system to system. The System provides for retirement allowance benefits up to a maximum of 80% of a member's highest three-year average annual rate of regular compensation. For persons who became members on or after April 2, 2012, average salary is the average annual rate of regular compensation received during the five consecutive years that produce the highest average, or, if greater, during the last five years (whether or not consecutive) preceding retirement. Benefit payments are based upon a member's age, length of creditable service, level of compensation, and group classification. Members become vested after ten years of creditable service.

Employees who resign from service and who are not eligible to receive a retirement allowance or are under the age of 55 are entitled to request a refund of their accumulated total deductions. Survivor benefits are extended to eligible beneficiaries of members whose death occurs prior to or following retirement.

Cost-of-living adjustments granted between 1981 and 1997 and any increase in other benefits imposed by the Commonwealth's state law during those years are borne by the Commonwealth and are deposited into the pension fund. Cost-of-living adjustments granted after 1997 must be approved by the Board and are borne by the System.

There were no changes of benefit terms that affected measurement of the total pension liability since the prior measurement date.

Contributions

Chapter 32 of the MGL governs the contributions of plan members and member units. Active plan members are required to contribute to the System at rates ranging from 5% to 9% of gross regular compensation with an additional 2% contribution required for compensation exceeding \$30,000. The percentage rate is keyed to the date upon which an employee's membership commences. The member units are required to pay into the NCRS a legislatively mandated actuarial determined contribution that is apportioned among the employers based on active current payroll. The Town's proportionate share of the required contribution equaled its actual contribution for the year ended December 31, 2015 was \$3,583,777, 18.18% of covered payroll, actuarially determined as an amount that, when combined with plan member contributions, is expected to finance the costs of benefits earned by plan members during the year, with an additional amount to finance any unfunded accrued liability.

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Notes to Basic Financial Statements

Year Ended June 30, 2016

Pension Liabilities

At June 30, 2016, the Town reported a liability of \$40,131,499 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2015, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of January 1, 2016. The Town's proportion of the net pension liability was based on a projection of the Town's long-term share of contributions to the pension plan relative to the projected contributions of all participating members, actuarially determined. At December 31, 2015, the Town's proportion was 7.38%, which increased from 6.83% measured at December 31, 2014.

Pension Expense

For the year ended June 30, 2016, the Town recognized a pension expense of \$4,998,536. At June 30, 2016, the Town reported net deferred outflows of resources and inflows of resources related to pensions of \$4,770,222.

The balances of deferred outflows and inflows at June 30, 2016 consist of the following:

Deferred category	Deferred Outflows of Resources	Deferred Inflows of Resources	Total
Differences between expected and actual experience.....	\$ 813,147	\$ -	\$ 813,147
Changes of assumptions.....	-	(3,382,159)	(3,382,159)
Difference between projected and actual earnings.....	5,321,037	-	5,321,037
Changes in proportionate share of contributions.....	2,018,197	-	2,018,197
Total Deferred Outflows/(Inflows) or Resources.....	\$ 8,152,381	\$ (3,382,159)	\$ 4,770,222

The deferred outflows/inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:

2017.....	\$ 1,262,135
2018.....	1,262,135
2019.....	1,262,135
2020.....	983,817
Total.....	\$ 4,770,222

Actuarial Assumptions - The total pension liability in the January 1, 2016, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement that was updated to December 31, 2015:

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Notes to Basic Financial Statements

Year Ended June 30, 2016

Valuation date.....	January 1, 2016
Actuarial cost method.....	Entry Age Normal Actuarial Cost Method.
Amortization method.....	Open - Level percent of payroll. Payroll assumed to grow 3.5% - 5.5% per year.
Asset valuation method.....	Market value as reported by the Public Employees' Retirement Administration (PERAC)
Inflation rate.....	4.0% as of January 1, 2016
Projected salary increases.....	3.5% - 5.5% as of January 1, 2016
Cost of living adjustments.....	3.0% of the first \$15,000 of retirement income.
Rates of retirement.....	Varies based upon age for general employees, police and fire employees.
Rates of disability.....	For general employees, it was assumed that 45% of all disabilities are ordinary (55% are service connected). For police and fire employees, 10% of all disabilities are assumed to be ordinary (90% are service connected).
Mortality Rates:	
Pre-Retirement and Post-Retirement....	The RP-2014 Blue Collar Mortality Table for males and females,
Disabled Retiree.....	The RP-2000 Mortality Table set forward six years for Groups 1 and 2 and two years for Group 4.
Investment rate of return/Discount rate.....	8.00%

Investment policy

The pension plan's policy in regard to the allocation of invested assets is established by PRIT. Plan assets are managed on a total return basis with a long-term objective of achieving a fully funded status for the benefits provided through the pension plan.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of January 1, 2016, are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Domestic equity.....	32.00%	9.40%
International equities.....	17.50%	9.70%
Fixed income.....	19.00%	3.40%
Real estate.....	9.00%	7.70%
Private equity.....	8.50%	13.60%
Hedge funds.....	9.00%	7.90%
Real assets.....	5.00%	7.90%

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Notes to Basic Financial Statements

Year Ended June 30, 2016

Rate of return

For the year ended December 31, 2015, the annual money-weighted rate of return on pension plan investments, net of pension plan investment expense, was (.75%). The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

Discount rate

The discount rate used to measure the total pension liability was 8.00%. The projection of cash flows used to determine the discount rate assumed plan member contributions will be made at the current contribution rate and that contributions will be made at rates equal to the actuarially determined contribution rate. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the net position liability to changes in the discount rate

The following presents the net position liability, calculated using the discount rate of 8.00%, as well as what the net position liability would be if it were calculated using a discount rate that is 1-percentage-point lower (7.00%) or 1-percentage-point higher (9.00%) than the current rate:

	1% Decrease (7.00%)	Current Discount (8.00%)	1% Increase (9.00%)
The Town's proportionate share of the net pension liability.....	\$ 50,330,062	\$ 40,131,499	\$ 31,426,738

Pension plan fiduciary net position

Detailed information about the pension plan's fiduciary net position is available in the separately issued Norfolk County Retirement System financial report.

NOTE 12 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS

Plan Description – The Town of Westwood administers a single-employer defined benefit healthcare plan ("the Retiree Health Plan"). The plan provides lifetime healthcare insurance for eligible retirees and their spouses through the Town's group health insurance plan, which covers both active and retired members. Chapter 32B of the MGL assigns authority to establish and amend benefit provisions of the plan. Benefit provisions are negotiated between the Town and the unions representing Town employees and are renegotiated each bargaining period. The Retiree Health Plan does not issue a publicly available financial report.

Funding Policy – Contribution requirements are also negotiated between the Town and union representatives. The required contribution is based on a pay-as-you-go financing requirement. The Town contributes 60 percent of the cost of current-year premiums for eligible retired plan members and their spouses. Plan members receiving benefits contribute the remaining 40 percent of their premium costs. For 2016, the Town contributed approximately \$3.2 million to the plan.

Annual OPEB Cost and Net OPEB Obligation – The Town's annual other postemployment benefit (OPEB) cost (expense) is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding

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Notes to Basic Financial Statements

Year Ended June 30, 2016

that, if paid on an ongoing basis, is projected to cover the normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years.

The components of the Town's annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the Town's net OPEB obligation are summarized in the following table:

Annual required contribution.....	\$ 3,298,515
Interest on net OPEB obligation.....	1,764,636
Amortization of net OPEB obligation.....	<u>(1,256,852)</u>
Annual OPEB cost (expense).....	3,806,299
Contributions made.....	<u>(3,210,003)</u>
Increase/(Decrease) in net OPEB obligation.....	596,296
Net OPEB obligation-beginning of year.....	<u>22,769,498</u>
Net OPEB obligation-end of year.....	<u>\$ 23,365,794</u>

The Town's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for years 2014, 2015 and 2016 were as follows:

Year Ended	Annual OPEB Cost	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
6/30/2016	\$ 3,806,299	84%	\$ 23,365,794
6/30/2015	5,222,092	53%	22,769,498
6/30/2014	4,952,164	51%	20,296,312

Funded Status and Funding Progress – As of June 30, 2015, the most recent actuarial valuation date, the actuarial value of assets totaled \$1,724,140, the actuarial accrued liability for benefits totaled \$37,327,478 and \$35,603,338 was unfunded. The covered payroll (annual payroll of active employees covered by the plan) was \$44,922,136, and the ratio of the UAAL to the covered payroll was 79.26%.

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Actuarial Methods and Assumptions – Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

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Notes to Basic Financial Statements

Year Ended June 30, 2016

In the June 30, 2015 actuarial valuation, actuarial liabilities were determined using the projected unit credit cost method. Plan membership includes 385 active members and 399 retirees, beneficiaries and dependents. The actuarial assumptions included a discount rate of 7.75%; a 7.75% asset rate of return assumption, which is based on the expected yield on the assets of the Town, calculated based on the funded level of the plan at the valuation date; and a non-Medicare cost trend rate of 6.0% for 8 year, 5.5% for 1 years, and an ultimate level of 5.0% per year thereafter; a Medicare cost trend rate of 8.0% for 4 years, then decreasing by 0.5% for 6 years to an ultimate level of 5.0% per year; and a 5.0% increase per year in the part B premium trend rate. The UAAL is being amortized over a 30 year closed period using a level percentage of projected payroll with amortization payments increasing at 4.0% per year. The asset valuation method used is market value. The remaining amortization period at June 30, 2016 is 29 years.

NOTE 13 – COMMITMENTS

University Station Project

University Station, the Town's high profile commercial development project, significantly advanced in 2016. The project includes over two million square feet of new mixed use development including residential, commercial, hotel, office, and retail components. The developer demolished all the existing structures and completed the installation of all utilities and layouts of the new road systems and intersection improvements. All local and state approvals were given for the first phase of the project which began construction in 2014 and construction has been completed. All of the stores and two restaurants opened in 2015 and 2016 and construction of a hotel and third restaurant have or are about to begin. Advancement of this project has significantly enhanced the town's tax base.

The Town expects that the resulting economic benefits in creating employment opportunities for the Commonwealth and the region and significant new growth revenue will outweigh the additional service costs. For example, the developer has since obtained an \$85 million commitment from the Commonwealth to complete these infrastructure improvements. The overall goal is to achieve a redevelopment project that mitigates any transportation and environmental concerns, provides for an enhanced and stable commercial tax base, creates new employment opportunities and maintains and enhances the quality of the community.

NOTE 14 – CONTINGENCIES

The Town participates in a number of federal award programs. Although the grant programs have been audited in accordance with the provisions of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards through June 30, 2016, these programs are still subject to financial and compliance audits. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although it is expected such amounts, if any, to be immaterial.

Various legal actions and claims are pending against the Town. Litigation is subject to many uncertainties, and the outcome of individual litigated matters is not always predictable. Although the amount of liability, if any, at June 30, 2016, cannot be ascertained, management believes any resulting liability should not materially affect the financial position of the Town at June 30, 2016.

Comprehensive Annual Financial Report

Notes to Basic Financial Statements

Year Ended June 30, 2016

NOTE 15 – SUBSEQUENT EVENTS

Management has evaluated subsequent events through December 12, 2016, which is the date the financial statements were available to be issued. On September 2, 2016, the Town rolled \$3,890,000 of BANS outstanding into a \$16,645,000 long-term bond. The \$3,890,000 has been recorded as long-term debt as of year-end.

NOTE 16 – IMPLEMENTATION OF NEW GASB PRONOUNCEMENTS

During 2016, the following GASB pronouncements were implemented:

- GASB Statement #72, *Fair Value Measurement and Application*. Notes to the basic financial statements were changed to provide additional disclosure on fair value measurement.
- GASB Statement #73, *Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68*. This pronouncement did not impact the basic financial statements.
- GASB Statement #76, *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*. This pronouncement did not impact the basic financial statements.
- GASB Statement #79, *Certain External Investment Pools and Pool Participant*. The basic financial statements and related notes were updated to be in compliance with this pronouncement.

The following GASB pronouncements will be implemented in the future:

- The GASB issued Statement #74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, which is required to be implemented in 2017.
- The GASB issued Statement #75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, which is required to be implemented in 2018.
- The GASB issued Statement #77, *Tax Abatement Disclosures*, which is required to be implemented in 2017.
- The GASB issued Statement #78, *Pensions Provided through Certain Multiple-Employer Defined Benefit Pension Plans*, which is required to be implemented in 2017.
- The GASB issued Statement #80, *Blending Requirements for Certain Component Units – an amendment of GASB Statement #14*, which is required to be implemented in 2017.
- The GASB issued Statement #81, *Irrevocable Split-Interest Agreements*, which is required to be implemented in 2018.
- The GASB issued Statement #82, *Pension Issues – an amendment of GASB Statements #67, #68, and #73*, which is required to be implemented in 2018.

Management is currently assessing the impact the implementation of these pronouncements will have on the basic financial statements.

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Required Supplementary Information

General Fund
Budgetary Comparison Schedule

The General Fund is the general operating fund of the Town. It is used to account for all the financial resources, except those required to be accounted for in another fund.

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GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2016

	Budgeted Amounts					
	Original Budget	Final Budget	Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance To Final Budget	
REVENUES:						
Real estate and personal property taxes.						
net of tax refunds.....	\$ 65,661,137	\$ 66,986,137	\$ 67,407,310	\$ -	\$	421,173
Motor vehicle excise taxes.....	2,285,000	2,285,000	3,077,485	-		792,485
University Station mitigation funds.....	500,000	500,000	486,453	-		(13,547)
University Station permits.....	441,000	441,000	440,650	-		(350)
Penalties and interest on taxes.....	80,000	80,000	187,078	-		107,078
Fees and rentals.....	262,000	262,000	541,579	-		279,579
Licenses and permits.....	400,000	400,000	1,053,310	-		653,310
Fines and forfeitures.....	10,000	10,000	26,246	-		16,246
Intergovernmental.....	6,887,436	6,988,307	6,951,377	-		(36,930)
Departmental and other.....	250,000	250,000	331,284	-		81,284
Investment income.....	25,000	25,000	56,770	-		31,770
TOTAL REVENUES.....	76,801,573	78,227,444	80,559,542	-		2,332,098
EXPENDITURES:						
SELECTMEN						
Salaries.....	530,527	554,318	554,293	-		25
Expenditures.....	50,365	50,365	45,635	-		4,730
TOTAL.....	580,892	604,683	599,928	-		4,755
FINANCE COMMISSION						
Salaries.....	14,679	14,679	13,088	-		1,591
Expenditures.....	21,950	36,950	36,419	-		531
TOTAL.....	36,629	51,629	49,507	-		2,122
ACCOUNTING						
Salaries.....	214,776	232,156	231,054	-		1,102
Expenditures.....	5,300	5,300	4,418	-		882
TOTAL.....	220,076	237,456	235,472	-		1,984
AUDIT-SCHOOL & MUNICIPAL FINANCIALS						
Professional Services.....	57,750	57,750	51,505	-		6,245
ASSESSORS						
Salaries.....	202,924	202,924	202,872	-		52
Expenditures.....	17,400	17,400	12,957	-		4,443
TOTAL.....	220,324	220,324	215,829	-		4,495
TREASURER						
Salaries.....	96,139	96,139	96,023	-		116
Expenditures.....	12,750	12,750	11,213	-		1,537
TOTAL.....	108,889	108,889	107,236	-		1,653
COLLECTOR						
Salaries.....	116,386	116,386	116,249	-		137
Expenditures.....	74,825	74,825	72,358	-		2,467
TOTAL.....	191,211	191,211	188,607	-		2,604
LEGAL						
Salaries.....	96,104	96,104	96,013	-		91
Expenditures.....	104,500	104,500	88,585	-		15,915
TOTAL.....	200,604	200,604	184,598	-		16,006

Continued

(Continued)

Comprehensive Annual Financial Report

GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2016

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance To Final Budget
	Original Budget	Final Budget			
PERSONNEL BOARD					
Salaries.....	206,386	206,386	205,019	-	1,367
Expenditures.....	7,500	7,500	3,435	4,000	65
TOTAL	213,886	213,886	208,454	4,000	1,432
INFORMATION SYSTEMS					
Salaries.....	276,917	276,917	259,547	-	17,370
Expenditures.....	71,045	71,045	61,264	9,776	5
TOTAL	347,962	347,962	320,811	9,776	17,375
TOWN CLERK					
Salaries.....	154,405	154,405	148,244	-	6,161
Expenditures.....	56,046	56,046	53,232	-	2,814
TOTAL	210,451	210,451	201,476	-	8,975
CONSERVATION COMMISSION					
Salaries.....	48,917	48,917	48,900	-	17
Expenditures.....	5,600	5,600	3,240	-	2,360
TOTAL	54,517	54,517	52,140	-	2,377
PLANNING BOARD					
Salaries.....	114,910	120,610	120,518	-	92
Expenditures.....	3,100	3,100	3,081	-	19
TOTAL	118,010	123,710	123,599	-	111
ZONING BOARD OF APPEALS					
Salaries.....	29,483	29,483	29,482	-	1
Expenditures.....	1,867	1,867	934	-	933
TOTAL	31,350	31,350	30,416	-	934
ECONOMIC DEVELOPMENT TASK FORCE					
Salaries.....	111,321	111,321	109,353	-	1,968
Expenditures.....	4,161	4,161	2,367	-	1,794
TOTAL	115,482	115,482	111,720	-	3,762
OUTSIDE PROFESSIONAL SERVICES					
Expenditures.....	41,000	41,000	40,962	-	38
MASS HOUSING PARTNERSHIP/ HOUSING AUTHORITY					
Salaries.....	25,726	25,726	17,490	-	8,236
Expenditures.....	3,200	3,200	-	-	3,200
	28,926	28,926	17,490	-	11,436
OFFICE COMMUNICATIONS					
Expenditures.....	145,000	145,000	139,746	-	5,254
TRAINING					
Expenditures.....	15,000	15,000	6,245	-	8,755
CHARTER COMMISSION					
Expenditures.....	25,000	25,000	16,814	-	8,186
Total General Government.....	2,962,959	3,024,830	2,902,555	13,776	108,499

(Continued)

Comprehensive Annual Financial Report

GENERAL FUND					
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL					
YEAR ENDED JUNE 30, 2016					
	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance To Final Budget
	Original Budget	Final Budget			
PUBLIC SAFETY					
POLICE DEPARTMENT					
Salaries.....	3,354,444	3,354,444	3,437,642	-	(83,198)
Expenditures.....	263,962	263,962	191,432	51	72,479
TOTAL.....	3,618,406	3,618,406	3,629,074	51	(10,719)
ANIMAL CONTROL					
Salaries.....	52,796	52,796	52,758	-	38
Expenditures.....	9,600	9,600	4,795	-	4,805
TOTAL.....	62,396	62,396	57,553	-	4,843
CROSSING GUARDS					
Salaries.....	102,741	102,741	97,561	-	5,180
Expenditures.....	3,500	3,500	1,829	-	1,671
TOTAL.....	106,241	106,241	99,390	-	6,851
FIRE DEPARTMENT					
Salaries.....	3,617,809	3,606,409	3,504,537	-	101,872
Expenditures.....	218,045	229,445	229,356	-	89
TOTAL.....	3,835,854	3,835,854	3,733,893	-	101,961
BUILDING INSPECTION					
Salaries.....	308,378	308,378	230,847	-	77,531
Expenditures.....	36,975	36,975	25,150	-	11,825
TOTAL.....	345,353	345,353	255,997	-	89,356
CIVIL DEFENSE.....	3,000	3,000	1,329	-	1,671
Total Public Safety.....	7,971,250	7,971,250	7,777,236	51	193,963
EDUCATION					
PUBLIC SCHOOLS					
Salaries and expenditures.....	41,006,468	41,083,968	39,884,050	1,189,392	10,526
BLUE HILLS REGIONAL.....	158,431	158,431	158,075	-	356
Total Education.....	41,164,899	41,242,399	40,042,125	1,189,392	10,882
(Continued)					

Comprehensive Annual Financial Report

GENERAL FUND					
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL					
YEAR ENDED JUNE 30, 2016					
	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance To Final Budget
	Original Budget	Final Budget			
PUBLIC WORKS					
DEPARTMENT OF PUBLIC WORKS					
Salaries.....	1,513,115	1,520,615	1,516,676	3,364	575
Expenditures.....	482,861	482,861	481,634	699	528
TOTAL.....	1,995,976	2,003,476	1,998,310	4,063	1,103
BUILDING MAINTENANCE					
Salaries.....	113,476	147,476	147,379	-	97
Expenditures.....	736,199	736,199	722,586	4,936	8,677
	849,675	883,675	869,965	4,936	8,774
MUNICIPAL & SCHOOL FIELD MAINTENANCE					
Expenditures.....	132,625	132,625	128,153	-	4,472
SNOW & ICE					
Expenditures.....	250,000	475,000	596,492	-	(121,492)
STREET LIGHTING					
Expenditures.....	158,105	158,105	116,986	5,635	35,484
WASTE/COLLECTION/DISPOSAL					
Expenditures.....	1,264,239	1,264,239	1,242,680	20,858	701
Total Public Works.....	4,650,620	4,917,120	4,952,586	35,492	(70,958)
HEALTH AND HUMAN SERVICES					
HEALTH DIVISION					
Salaries.....	261,925	261,925	261,818	-	107
Expenditures.....	9,827	9,827	7,213	-	2,614
TOTAL.....	271,752	271,752	269,031	-	2,721
OUTSIDE HEALTH AGENCIES.....	13,416	13,416	11,026	-	2,390
DISABILITY COMMISSION					
Expenditures.....	500	500	-	-	500
COUNCIL ON AGING					
Salaries.....	278,190	278,190	270,133	-	8,057
Expenditures.....	27,185	27,185	24,638	2,303	244
TOTAL.....	305,375	305,375	294,771	2,303	8,301
YOUTH COMMISSION					
Salaries.....	228,779	273,779	273,708	-	71
Expenditures.....	15,335	15,335	15,284	-	51
TOTAL.....	244,114	289,114	288,992	-	122
VETERANS SERVICES					
Salaries.....	50,043	50,043	49,795	-	248
Expenditures.....	72,300	72,300	61,614	-	10,686
TOTAL.....	122,343	122,343	111,409	-	10,934
Total Health and Human Services.....	957,500	1,002,500	975,229	2,303	24,968

(Continued)

Comprehensive Annual Financial Report

GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2016

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance To Final Budget
	Original Budget	Final Budget			
CULTURE AND RECREATION					
RECREATION					
Salaries.....	285,314	285,314	284,671	-	643
Expenditures.....	13,284	13,284	13,162	-	122
TOTAL.....	298,598	298,598	297,833	-	765
PUBLIC LIBRARY					
Salaries.....	930,990	930,990	921,298	-	9,692
Expenditures.....	241,310	241,310	238,115	3,138	57
Lost Books.....	1,500	1,500	626	-	874
TOTAL.....	1,173,800	1,173,800	1,160,039	3,138	10,623
MEMORIAL DAY					
Expenditures.....	12,050	12,050	5,019	-	7,031
Total Culture and Recreation.....	1,484,448	1,484,448	1,462,891	3,138	18,419
PENSION BENEFITS					
Contributory Pension.....	3,583,777	3,583,777	3,583,777	-	-
Non-Contributory Pension.....	35,000	-	-	-	-
Total Pension Benefits.....	3,618,777	3,583,777	3,583,777	-	-
INSURANCE					
General Liability.....	422,000	422,000	351,987	-	70,013
UNIVERSITY STATION.....	5,163,086	5,163,086	1,818,477	3,344,609	-
CAPITAL OUTLAY.....	3,740,281	4,471,281	3,179,900	1,273,146	18,235
EMPLOYEE BENEFITS.....	7,406,327	8,056,327	7,363,094	6,464	686,769
RESERVE FUND.....	625,000	300,000	-	-	300,000
STATE AND COUNTY ASSESSMENTS.....	581,920	581,920	581,920	-	-
DEBT SERVICE PRINCIPAL.....	3,618,160	3,618,160	3,470,000	-	148,160
DEBT SERVICE INTEREST.....	1,276,338	1,276,338	1,276,338	-	-
TOTAL EXPENDITURES.....	85,643,565	87,115,436	79,738,115	5,868,371	1,508,950
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES.....	(8,841,992)	(8,887,992)	821,427	(5,868,371)	3,841,048
OTHER FINANCING SOURCES (USES):					
Premium from issuance of bonds.....	-	725,000	725,000	-	-
Transfers in.....	720,253	848,253	848,253	-	-
Transfers out.....	(650,000)	(1,750,000)	(1,750,000)	-	-
TOTAL OTHER FINANCING SOURCES (USES).....	70,253	(176,747)	(176,747)	-	-
NET CHANGE IN FUND BALANCE.....	(8,771,739)	(9,064,739)	644,680	(5,868,371)	3,841,048
BUDGETARY FUND BALANCE, Beginning of year.....	14,672,523	14,672,523	14,672,523	-	-
BUDGETARY FUND BALANCE, End of year.....	\$ 5,900,784	\$ 5,607,784	\$ 15,317,203	\$ (5,868,371)	\$ 3,841,048

See notes to required supplementary information.

(Concluded)

Retirement System Schedules

The Schedule of the Town's Proportionate Share of the Net Pension Liability presents multi-year trend information on the Town's net pension liability and related ratios.

The Schedule of Contributions presents multi-year trend information on the Town's required and actual contributions to the pension plan and related ratios.

The Schedule of the Special Funding Amounts of the Net Pension Liability for the Massachusetts Teachers Contributory Retirement System presents multi-year trend information on the liability and expense assumed by the Commonwealth of Massachusetts on behalf of the City along with related ratios.

These schedules are intended to present information for ten years. Until a ten year trend is compiled, information is presented for those years for which information is available.

SCHEDULE OF THE TOWN'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY NORFOLK COUNTY CONTRIBUTORY RETIREMENT SYSTEM		
	December 31, 2014	December 31, 2015
Town's proportion of the net pension liability (asset).....	6.827%	7.388%
Town's proportionate share of the net pension liability (asset)..... \$	35,408,720	40,131,499
Town's covered employee payroll..... \$	16,856,918	19,710,504
Net pension liability as a percentage of covered-employee payroll.....	210.05%	203.60%
Plan fiduciary net position as a percentage of the total pension liability.....	60.10%	58.60%
Note: this schedule is intended to present information for 10 years. Until a 10-year trend is compiled, information is presented for those years for which information is available.		
See notes to required supplementary information.		

SCHEDULE OF THE TOWN'S CONTRIBUTIONS NORFOLK COUNTY CONTRIBUTORY RETIREMENT SYSTEM			
	December 31, 2014	December 31, 2015	
Actuarially determined contribution.....	\$ 3,303,348	\$ 3,583,777	
Contributions in relation to the actuarially determined contribution.....	(3,303,348)	(3,583,777)	
Contribution deficiency (excess).....	\$ -	\$ -	
Covered-employee payroll.....	\$ 16,856,918	\$ 19,710,504	
Contributions as a percentage of covered- employee payroll.....	19.60%	18.18%	

Note: this schedule is intended to present information for 10 years.
Until a 10-year trend is compiled, information is presented for those
years for which information is available.

See notes to required supplementary information.

Comprehensive Annual Financial Report

**SCHEDULE OF THE SPECIAL FUNDING AMOUNTS
OF THE NET PENSION LIABILITY
MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM**

The Commonwealth of Massachusetts is a nonemployer contributor and is required by statute to make all actuarially determined employer contributions on behalf of the member employers which creates a special funding situation. Since the Town does not contribute directly to MTRS, there is no net pension liability to recognize. This schedule discloses the Commonwealth's 100% share of the collective net pension liability that is associated with the Town; the portion of the collective pension expense as both a revenue and pension expense

Fiscal Year	Commonwealth's 100% Share of the Net Pension Liability Associated with the Town	Town's Expense and Revenue Recognized for the Commonwealth's Support	Plan Fiduciary Net Position as a Percentage of the Total Liability
2015.....	\$ 63,201,321	\$ 4,390,899	61.64%
2016.....	83,664,175	6,785,909	55.38%

Note: this schedule is intended to present information for 10 years.
Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

***Other Postemployment Benefits
Plan Schedules***

The Schedule of Funding progress compares, over time, the actuarial accrued liability for benefits with the actuarial value of accumulated plan assets.

The Schedule of Employer Contributions compares, overtime, the Annual Required Contributions to the Actual Contributions made.

The Schedule of Actuarial Methods and Assumptions presents factors that significantly affect the identification of trends in the amounts reported.

Comprehensive Annual Financial Report

OTHER POSTEMPLOYMENT BENEFITS PLAN
SCHEDULE OF FUNDING PROGRESS AND EMPLOYER CONTRIBUTIONS

Schedule of Funding Progress							
Actuarial Valuation Date	Actuarial Value of Assets (A)	Actuarial Accrued Liability (AAL) Projected Unit Credit (B)	Unfunded AAL (UAAL) (B-A)	Funded Ratio (A/B)	Covered Payroll (C)	UAAL as a Percentage of Covered Payroll ((B-A)/C)	
6/30/2015	\$ 1,724,140	\$ 37,327,478	\$ 35,603,338	5%	\$ 44,922,136	79.26%	
6/30/2013	612,433	56,528,705	55,916,272	1%	40,499,858	138.1%	
6/30/2011	-	59,054,291	59,054,291	0%	37,620,046	157.0%	
6/30/2009	-	49,334,499	49,334,499	0%	39,100,816	126.2%	
7/1/2006	-	53,091,156	53,091,156	0%	29,437,171	180.4%	

Schedule of Employer Contributions				
Year Ended	Annual Required Contribution	Actual Contributions Made	Percentage Contributed	
2016	\$ 3,298,515	\$ 3,210,003	97%	
2015	4,977,500	2,748,906	55%	
2014	4,737,069	2,504,494	53%	
2013	5,143,808	1,884,014	37%	
2012	4,891,733	1,751,826	36%	

See notes to required supplementary information.

OTHER POSTEMPLOYMENT BENEFITS PLAN
ACTUARIAL METHODS AND ASSUMPTIONS

Actuarial Methods:

Valuation date.....	June 30, 2015
Actuarial cost method.....	Projected credit unit
Amortization method.....	Payments increasing at 4.0%
Remaining amortization period.....	29 years as of June 30, 2016
Asset valuation method.....	Market Value

Actuarial Assumptions:

Investment rate of return.....	7.75%
Discount rate.....	7.75%
Inflation rate.....	4.00%
Healthcare cost trend rate.....	6.0% for 8 years, 5.5% for 1 year, and an ultimate level of 5.0% per year thereafter for non-Medicare; 8.0% for 4 years, then decreasing by 0.5% for 6 years to an ultimate level of 5.0% per year for Medicare.
Part B premium trend rate.....	5.00%

Plan Membership:

Current retirees, beneficiaries, and dependents.....	399
Current active members.....	<u>385</u>
Total.....	<u>784</u>

See notes to required supplementary information.

Comprehensive Annual Financial Report

Notes to Required Supplementary Information

Year Ended June 30, 2016

NOTE A – BUDGETARY BASIS OF ACCOUNTING

1. Budgetary Information

Municipal Law requires the Town to adopt a balanced budget that is approved by Town Meeting. The Finance Committee presents an annual budget to Town Meeting, which includes estimates of revenues and other financing sources and recommendations of expenditures and other financing uses. The Town Meeting, which has full authority to amend and/or reject the budget or any line item, adopts the expenditure budget by majority vote.

Increases or transfers between and within departments subsequent to the approval of the annual budget, requires majority Special Town Meeting approval via a special article.

The majority of the Town's appropriations are non-continuing which lapse at the end of each year. Others are continuing appropriations for which the governing body has authorized that an unspent balance from a prior year be carried forward and made available for spending in the current year. These carry forwards are included as part of the subsequent year's original budget.

Generally, expenditures may not exceed the legal level of spending (salaries, expenses and capital) authorized for an appropriation account. However, the Town is statutorily required to pay debt service, regardless of whether such amounts are appropriated. Additionally, expenditures for disasters, natural or otherwise, and final judgments may exceed the level of spending authorized by two-thirds majority vote of Town Meeting.

The Town adopts an annual budget for the General Fund in conformity with the guidelines described above. The original 2016 approved budget for the General Fund authorized approximately \$79 million in appropriations and other amounts to be raised and \$7.3 million in encumbrances and appropriations carried over from previous years. During 2016, the Town increased the original budget by \$2.6 million, which was primarily due to the supplementary appropriations from free cash and appropriations from the ambulance fund, state aid, the reserve fund and from a release of overlay surplus to fund the capital outlay budget, the public works budget, the employee benefit budget, and various salary increases.

The Town Accountant's office has the responsibility to ensure that budgetary control is maintained. Budgetary control is exercised through the Town's accounting system.

Comprehensive Annual Financial Report

Notes to Required Supplementary Information Year Ended June 30, 2016

2. Budgetary - GAAP Reconciliation

For budgetary financial reporting purposes, the Uniform Municipal Accounting System basis of accounting (established by the Commonwealth of Massachusetts (Commonwealth)) is followed, which differs from the GAAP basis of accounting. A reconciliation of budgetary-basis to GAAP-basis results for the General Fund for the year ended June 30, 2016, is presented below:

Net change in fund balance - budgetary basis.....	\$ 644,680
<u>Perspective difference:</u>	
Activity of the stabilization fund recorded in the general fund for GAAP.....	1,796,870
<u>Basis of accounting differences:</u>	
Net change in recording 60-day receipts accrual.....	(218,242)
Net change in expenditure accruals.....	(10,011)
Recognition of revenue for on-behalf payments.....	6,786,000
Recognition of expenditures for on-behalf payments.....	(6,786,000)
Net change in fund balance - GAAP basis.....	\$ <u>2,213,297</u>

3. Appropriation Deficit

The Town reported appropriation deficits in the police department salary budget and the snow and ice budget. These deficits will be raised on the Towns future year tax recapitulation sheet.

NOTE B – PENSION PLAN

Pension Plan Schedules

Schedule of the Town's Proportionate Share of the Net Pension Liability

The Schedule of the Town's Proportionate Share of the Net Pension Liability details the allocated percentage of the net pension liability (asset), the proportionate share of the net pension liability, and the covered employee payroll. It also demonstrates the net position as a percentage of the pension liability and the net pension liability as a percentage of covered payroll.

Schedule of Town's Contributions

Governmental employers are required to pay an annual appropriation as established by PERAC. The appropriation includes the amounts to pay the pension portion of each member's retirement allowance, an amount to amortize the actuarially determined unfunded liability to zero in accordance with the system's funding schedule, and additional appropriations in accordance with adopted early retirement incentive programs. The appropriations are payable on July 1 and January 1. The Town may choose to pay the entire appropriation in July at a discounted rate. Accordingly, actual contributions may be less than the "total appropriation". The pension fund appropriation is allocated to the Town based on covered payroll.

Comprehensive Annual Financial Report

Notes to Required Supplementary Information

Year Ended June 30, 2016

Schedule of the Special Funding Amounts of the Net Pension Liabilities

The Commonwealth of Massachusetts is a nonemployer contributor and is required by statute to make all actuarially determined employer contributions on behalf of the member employers which creates a special funding situation. Since the Town does not contribute directly to MTRS, there is no net pension liability to recognize. This schedule discloses the Commonwealth's 100% share of the collective net pension liability that is associated with the Town; the portion of the collective pension expense as both a revenue and pension expense recognized by the Town; and the Plan's fiduciary net position as a percentage of the total liability.

Changes in Assumptions

The January 1, 2016 actuarial valuation included a 8.00% assumed rate of return on Plan investments; this is a decrease from the 8.25% assumed rate included in the prior valuation. Additionally, the salary scale was changed to a tiered schedule ranging from 3.5% to 5.5% based on years of service, as compared to a level 4% assumption in the prior valuation.

Changes in Plan Provisions

There were no changes in plan provisions as part of the updated actuarial valuation through the measurement date of December 31, 2015.

NOTE C – OTHER POSTEMPLOYMENT BENEFITS

The Town administers a single-employer defined benefit healthcare plan ("the Retiree Health Plan"). The plan provides lifetime healthcare for eligible retirees and their spouses through the Town's health insurance plan, which covers both active and retired members, including teachers.

The Town currently finances its other postemployment benefits (OPEB) on a pay-as-you-go basis. As a result, the funded ratio (actual value of assets expressed as a percentage of the actuarial accrued liability) is 0%. In accordance with Governmental Accounting Standards, the Town has recorded its OPEB cost equal to the actuarial determined annual required contribution (ARC) which includes the normal cost of providing benefits for the year and a component for the amortization of the total unfunded actuarial accrued liability of the plan.

The Schedule of Funding Progress presents multiyear trend information which compares, over time, the actuarial accrued liability for benefits with the actuarial value of accumulated plan assets.

The Schedule of Employer Contributions presents multi-year trend information for required and actual contributions relating to the plan.

Projections of benefits for financial reporting purposes are based on the substantive plan and included the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit cost between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

The Schedule of Actuarial Methods and Assumptions presents factors that significantly affect the identification of trends in the amounts reported.

Other Supplementary Information

***Combining and Individual Fund
Statements and Schedules***

The combining financial statements provide a more detailed view of the "Basic Financial Statements" presented in the preceding subsection.

Combining statements are presented when there are more than one fund of a given fund type.

Nonmajor Governmental Funds

Special Revenue Funds

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than permanent funds or major capital project funds) that are restricted by law or administrative action to expenditures for specific purposes. The Town's special revenue funds are grouped into the following categories:

- ☐ **School Lunch Fund** – accounts for the operations of the public school lunch program.
- ☐ **Ambulance Fund** – accounts for the fees collected for ambulance services which can legally only be appropriated for costs to provide the service, such as Emergency Medical Technician firefighter stipend and ambulance supplies.
- ☐ **Departmental Grants/Other Revolving Funds** – accounts for various grants and legally restricted revenues for special programs administered by Town departments.
- ☐ **Educational Grants Funds** – accounts for all educational programs specially financed by grants and other restricted revenues.
- ☐ **Educational Revolving Funds** – accounts for educational programs financed by non-grant revenues and gifts.
- ☐ **Expendable Governmental Trusts** – accounts for contributions where both principal and investment earnings may be spent to support the government.
- ☐ **Highway Improvement Fund** – accounts for funds received from the State Highway Department which is used for construction, reconstruction and improvements of roadways.

Capital Projects Funds

Capital Projects Funds are used to account for financial resources to be used for the acquisition, construction or improvement of major capital assets (other than those financed by enterprise funds). Such resources are derived principally from proceeds of general obligation bonds and grants. The Town's grouping for non-major capital project funds is as described as follows:

- ☐ **Roadway Improvements** – accounts for construction, reconstruction and improvements of roadways, streets and sidewalks. Funding is provided primarily by bond proceeds, various grants and legally restricted revenues for special programs administered by Town departments.
- ☐ **School Building Renovations** – accounts for renovation, improvements and capital equipment associated with public school buildings.
- ☐ **Facilities Renovations** – accounts for all renovation, improvements and capital equipment associated with various town buildings and facilities.

Permanent Funds

Permanent Funds are used to account for financial resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the reporting government's programs.

- ☐ **Cemetery Fund** – accounts for contributions associated with cemetery care and maintenance.
- ☐ **Other Nonexpendable Trust Funds** – accounts for various contributions associated with the public library, schools and veterans services.

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Comprehensive Annual Financial Report

NONMAJOR GOVERNMENTAL FUNDS
COMBINING BALANCE SHEET

JUNE 30, 2016

	Special Revenue Funds							
	School Lunch	Ambulance	Departmental Grants/ Other Revolving	Educational Grants	Educational Revolving	Expendable Governmental Trusts	Highway Improvement	Sub-total
ASSETS								
Cash and cash equivalents.....	\$ 58,286	\$ 643,760	\$ 3,871,282	\$ 956,965	\$ 2,407,455	\$ 80,589	\$ 183,261	\$ 8,201,598
Investments.....	-	-	-	-	-	-	-	-
Receivables, net of uncollectibles:								
Departmental and other.....	-	200,940	-	-	-	-	-	200,940
Intergovernmental.....	-	-	-	-	-	-	722,219	722,219
TOTAL ASSETS.....	\$ 58,286	\$ 844,700	\$ 3,871,282	\$ 956,965	\$ 2,407,455	\$ 80,589	\$ 905,480	\$ 9,124,757
LIABILITIES								
Warrants payable.....	\$ 6	\$ -	\$ 29,906	\$ 185	\$ 63,353	\$ -	\$ -	\$ 93,450
DEFERRED INFLOWS OF RESOURCES								
Unavailable revenues.....	-	200,940	-	-	-	-	722,219	923,159
FUND BALANCES								
Nonspendable.....	-	-	-	-	-	-	-	-
Restricted.....	58,280	643,760	3,841,376	956,780	2,344,102	80,589	183,261	8,108,148
TOTAL FUND BALANCES.....	58,280	643,760	3,841,376	956,780	2,344,102	80,589	183,261	8,108,148
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES...\$	58,286	\$ 844,700	\$ 3,871,282	\$ 956,965	\$ 2,407,455	\$ 80,589	\$ 905,480	\$ 9,124,757

(Continued)

Comprehensive Annual Financial Report

Capital Projects Funds				Permanent Funds			Total Nonmajor Governmental Funds
Roadway Improvements	School Building Renovations	Facilities Renovations	Sub-total	Cemetery	Other Nonexpendable Trust Funds	Sub-total	
\$ 982,397	\$ -	\$ 624,464	\$ 1,606,861	\$ 393,606	\$ 54,493	\$ 448,099	\$ 10,256,558
-	-	-	-	-	21,546	21,546	21,546
-	-	-	-	-	-	-	200,940
-	-	-	-	-	-	-	722,219
\$ 982,397	\$ -	\$ 624,464	\$ 1,606,861	\$ 393,606	\$ 76,039	\$ 469,645	\$ 11,201,263
\$ 136,896	\$ -	\$ 254,733	\$ 391,629	\$ -	\$ -	\$ -	\$ 485,079
-	-	-	-	-	-	-	923,159
-	-	-	-	371,122	38,478	409,600	409,600
845,501	-	369,731	1,215,232	22,484	37,561	60,045	9,383,425
845,501	-	369,731	1,215,232	393,606	76,039	469,645	9,793,025
\$ 982,397	\$ -	\$ 624,464	\$ 1,606,861	\$ 393,606	\$ 76,039	\$ 469,645	\$ 11,201,263

(Concluded)

Comprehensive Annual Financial Report

NONMAJOR GOVERNMENTAL FUNDS
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

YEAR ENDED JUNE 30, 2016

	Special Revenue Funds							
	School Lunch	Ambulance	Departmental Grants/ Other Revolving	Educational Grants	Educational Revolving	Expendable Governmental Trusts	Highway Improvement	Sub-total
REVENUES:								
Charges for services.....	\$ 973,861	\$ 650,638	\$ 834,666	\$ -	\$ 2,437,138	\$ -	\$ -	\$ 4,896,303
Inergovernmental.....	136,072	-	951,819	2,352,784	-	-	1,076,050	4,518,725
Departmental and other.....	-	-	1,089,812	-	-	-	-	1,089,812
Contributions.....	-	-	230,967	-	121,878	-	-	352,845
Investment income.....	-	-	-	-	-	324	-	324
TOTAL REVENUES.....	1,111,933	650,638	3,107,264	2,352,784	2,559,016	324	1,076,050	10,858,009
EXPENDITURES:								
Current:								
General government.....	-	-	525,898	-	-	-	-	525,898
Public safety.....	-	-	175,259	-	-	-	-	175,259
Education.....	1,191,739	-	-	2,053,779	2,810,217	-	-	6,055,735
Public works.....	-	-	176,041	-	-	-	892,789	1,068,830
Human services.....	-	-	101,627	-	-	-	-	101,627
Culture and recreation.....	-	-	828,911	-	-	-	-	828,911
TOTAL EXPENDITURES.....	1,191,739	-	1,807,736	2,053,779	2,810,217	-	892,789	8,756,260
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....	(79,806)	650,638	1,299,528	299,005	(251,201)	324	183,261	2,101,749
OTHER FINANCING SOURCES (USES):								
Proceeds from bonds and notes.....	-	-	-	-	-	-	-	-
Premium from issuance of bonds.....	-	-	84,915	-	-	-	-	84,915
Transfers out.....	-	(484,500)	(72,775)	-	-	-	-	(557,275)
TOTAL OTHER FINANCING SOURCES (USES).....	-	(484,500)	12,140	-	-	-	-	(472,360)
NET CHANGE IN FUND BALANCES.....	(79,806)	166,138	1,311,668	299,005	(251,201)	324	183,261	1,629,389
FUND BALANCES AT BEGINNING OF YEAR.....	138,086	477,622	2,529,708	657,775	2,595,303	80,265	-	6,478,759
FUND BALANCES AT END OF YEAR.....	\$ 58,280	\$ 643,760	\$ 3,841,376	\$ 956,780	\$ 2,344,102	\$ 80,589	\$ 183,261	\$ 8,108,148

(Continued)

Comprehensive Annual Financial Report

Capital Projects Funds				Permanent Funds			Total
Roadway Improvements	School Building Renovations	Facilities Renovations	Sub-total	Cemetery	Other Nonexpendable Trust Funds	Sub-total	Nonmajor Governmental Funds
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,896,303
-	-	685,727	685,727	-	-	-	5,204,452
-	-	-	-	-	-	-	1,089,912
-	-	-	-	12,000	-	12,000	364,845
-	-	-	-	37	458	495	819
-	-	685,727	685,727	12,037	458	12,495	11,556,231
476,718	-	913,750	1,390,468	-	-	-	1,916,366
-	-	791,620	791,620	-	-	-	986,679
-	23,349	-	23,349	-	-	-	6,079,094
1,712,749	-	-	1,712,749	-	-	-	2,781,579
-	-	-	-	-	-	-	101,627
-	-	848,591	848,591	-	864	864	1,678,366
2,189,467	23,349	2,553,961	4,766,777	-	864	864	13,523,901
(2,189,467)	(23,349)	(1,868,234)	(4,081,050)	12,037	(406)	11,631	(1,967,670)
2,950,000	-	1,890,000	4,840,000	-	-	-	4,840,000
-	-	-	-	-	-	-	84,915
-	-	-	-	-	-	-	(567,275)
2,950,000	-	1,890,000	4,840,000	-	-	-	4,367,640
760,533	(23,349)	21,766	758,950	12,037	(406)	11,631	2,399,970
84,968	23,349	347,965	456,282	381,569	76,445	458,014	7,393,055
\$ 845,501	\$ -	\$ 369,731	\$ 1,215,232	\$ 393,606	\$ 76,039	\$ 469,645	\$ 9,793,025

(Concluded)

Agency Fund

The Agency Fund is used to account for assets held in a purely custodial capacity. The Town's agency fund consists primarily of student activities and planning deposits.

Comprehensive Annual Financial Report

AGENCY FUND
STATEMENT OF CHANGES IN ASSETS AND LIABILITIES
YEAR ENDED JUNE 30, 2016

	July 1, 2015	Additions	Deletions	June 30, 2016
ASSETS				
Cash and cash equivalents.....	\$ 394,801	\$ 1,426,100	(1,554,880)	\$ 266,021
Receivables, net of allowance for uncollectibles:				
Departmental and other.....	158,887	1,010,659	(1,047,257)	122,289
TOTAL ASSETS.....	\$ 553,688	\$ 2,436,759	\$ (2,602,137)	\$ 388,310
LIABILITIES				
Liabilities due depositors - Student Activities.....	\$ 171,157	\$ 278,785	\$ (284,742)	\$ 165,200
Liabilities due depositors - Planning Deposits.....	382,531	2,157,974	(2,317,395)	223,110
TOTAL LIABILITIES.....	\$ 553,688	\$ 2,436,759	\$ (2,602,137)	\$ 388,310

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Statistical Section

Ten Year History of the Following
Major Categories:

Expenditures
Revenues
Property Tax Collections
Debt

Town Demographics and Economic Information

General Information



Westwood welcomes its new
commercial development....University Station!

University Station is a vibrant mixed-use development of retail,
residential, office and hotel uses in Westwood, Massachusetts,
located adjacent to the Route 128 Amtrak and MBTA Station.

Statistical Section

This part of the Town of Westwood comprehensive annual financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the Town's overall financial health.

Financial Trends

These schedules contain trend information to help the reader understand how the Town's financial performance and well-being have changed over time.

Revenue Capacity

These schedules contain information to help the reader assess the Town's most significant local revenue source, the property tax.

Debt Capacity

These schedules present information to help the reader assess the affordability of the Town's current levels of outstanding debt and the Town's ability to issue additional debt in the future.

Demographic and Economic Information

These schedules offer demographic and economic indicators to help the reader understand the environment within which the Town's financial activities take place.

Operating Information

These schedules contain service and infrastructure data to help the reader understand how the information in the Town's financial report relates to the services the Town provides and the activities it performs.

SOURCES: Unless otherwise noted, the information in these schedules is derived from the comprehensive annual financial reports for the relevant year.

Comprehensive Annual Financial Report

Town of Westwood, Massachusetts

Net Position By Component

Last Ten Years

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Governmental activities:										
Invested in capital assets.....	\$ 98,291,275	\$ 98,219,832	\$ 97,986,113	\$ 97,375,492	\$ 99,380,376	\$ 99,367,799	\$ 96,462,678	\$ 95,611,881	\$ 97,303,917	\$ 94,483,050
Restricted.....	2,460,440	2,422,271	2,591,376	2,172,033	1,735,851	1,878,233	1,806,455	1,655,112	1,533,978	2,061,713
Unrestricted.....	<u>6,676,183</u>	<u>8,255,277</u>	<u>4,689,882</u>	<u>2,354,269</u>	<u>1,827,050</u>	<u>60,536</u>	<u>(125,175)</u>	<u>(29,494,899)</u>	<u>(32,182,981)</u>	<u>(31,459,160)</u>
Total governmental activities net position.....	\$ <u>107,427,878</u>	\$ <u>108,897,180</u>	\$ <u>105,267,371</u>	\$ <u>101,901,794</u>	\$ <u>102,943,277</u>	\$ <u>101,306,568</u>	\$ <u>98,143,958</u>	\$ <u>67,862,604</u>	\$ <u>66,654,914</u>	\$ <u>65,135,603</u>
Business-type activities:										
Invested in capital assets, net of related debt.....	13,471,826	13,521,282	13,678,560	13,318,644	12,998,106	12,371,623	12,309,207	11,776,682	11,209,128	11,327,932
Unrestricted.....	<u>3,067,928</u>	<u>3,813,896</u>	<u>3,620,615</u>	<u>3,871,320</u>	<u>4,228,836</u>	<u>4,558,778</u>	<u>4,072,081</u>	<u>3,146,433</u>	<u>4,451,172</u>	<u>5,204,759</u>
Total business-type activities net position.....	\$ <u>16,539,754</u>	\$ <u>17,335,178</u>	\$ <u>17,299,175</u>	\$ <u>17,189,964</u>	\$ <u>17,226,942</u>	\$ <u>16,930,401</u>	\$ <u>16,381,288</u>	\$ <u>14,923,115</u>	\$ <u>15,660,300</u>	\$ <u>16,532,691</u>
Primary government:										
Invested in capital assets.....	111,763,101	111,740,914	111,664,673	110,694,136	112,378,482	111,739,422	108,771,885	107,388,563	108,513,045	105,810,982
Restricted.....	2,460,440	2,422,271	2,591,376	2,172,033	1,735,851	1,878,233	1,806,455	1,655,112	1,533,978	2,061,713
Unrestricted.....	<u>9,744,091</u>	<u>12,069,173</u>	<u>8,310,497</u>	<u>6,225,589</u>	<u>6,055,886</u>	<u>4,619,314</u>	<u>3,946,906</u>	<u>(26,257,956)</u>	<u>(27,731,809)</u>	<u>(26,204,401)</u>
Total primary government net position.....	\$ <u>123,967,632</u>	\$ <u>126,232,358</u>	\$ <u>122,566,546</u>	\$ <u>119,091,758</u>	\$ <u>120,170,219</u>	\$ <u>118,236,969</u>	\$ <u>114,525,246</u>	\$ <u>82,785,719</u>	\$ <u>82,315,214</u>	\$ <u>81,668,294</u>

The Town implemented GASB 68 and recorded their Net Pension Liability for the first time in 2015 and the 2014 balances were revised to reflect the associated changes.

Comprehensive Annual Financial Report

Town of Westwood, Massachusetts

Changes in Net Position

Last Ten Years

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Expenses										
General government:										
Public safety	\$ 6,876,348	\$ 8,362,072	\$ 7,894,596	\$ 4,745,558	\$ 4,670,650	\$ 5,152,889	\$ 6,151,298	\$ 4,921,812	\$ 4,953,788	\$ 6,212,821
Public safety	7,271,802	7,451,038	8,778,789	8,601,129	8,986,080	9,339,010	8,755,929	9,028,119	10,470,500	9,168,076
Police	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000
Public works	6,025,150	7,180,036	7,037,271	7,435,669	7,472,604	7,234,025	8,351,807	9,687,489	9,028,119	9,028,119
Highway Station	844,529	833,985	942,357	1,052,991	1,097,144	1,192,238	1,218,894	1,151,897	1,258,185	1,445,530
Culture and recreation	1,830,631	2,378,714	2,468,819	2,970,042	2,371,884	2,368,689	2,801,155	3,384,667	3,308,166	4,392,074
Interest	1,996,938	1,985,000	1,952,326	1,729,480	1,475,731	1,564,139	1,241,631	1,157,833	1,060,230	1,259,517
Total government activities expenses:	\$ 66,697,172	\$ 74,082,781	\$ 80,932,514	\$ 71,043,388	\$ 78,496,634	\$ 81,283,260	\$ 87,249,832	\$ 89,581,802	\$ 91,671,520	\$ 103,828,709
Business-type activities:										
Water	\$ 3,844,291	\$ 3,724,280	\$ 3,761,813	\$ 3,673,498	\$ 3,653,546	\$ 4,149,346	\$ 3,813,703	\$ 4,150,261	\$ 4,205,003	\$ 4,259,580
Total primary government expenses:	\$ 70,531,961	\$ 77,807,061	\$ 84,724,327	\$ 81,713,886	\$ 82,150,180	\$ 86,432,606	\$ 91,063,535	\$ 93,732,063	\$ 95,876,523	\$ 108,088,289
Program Revenues										
Governmental activities:										
Franchise charges for services	\$ 2,281,292	\$ 2,448,952	\$ 2,197,058	\$ 2,369,678	\$ 2,264,653	\$ 2,459,739	\$ 2,444,022	\$ 2,463,005	\$ 2,463,597	\$ 2,568,430
Other charges for services	4,098,274	5,600,007	4,866,237	5,182,644	5,705,981	5,961,613	5,383,786	5,584,341	5,482,788	5,482,718
Other charges for services	11,255,884	11,599,524	11,599,524	11,599,524	11,599,524	11,599,524	11,599,524	11,599,524	11,599,524	11,599,524
Capital grants and contributions	255,884	481,150	494,240	494,240	494,240	1,110,720	892,000	2,424,888	4,046,233	1,581,581
Total government activities program revenues:	\$ 19,791,056	\$ 23,529,486	\$ 24,176,359	\$ 13,652,686	\$ 22,861,150	\$ 29,861,116	\$ 22,916,624	\$ 29,163,595	\$ 24,597,158	\$ 27,723,547
Business-type activities:										
Operating grants and contributions	\$ 3,788,725	\$ 4,278,896	\$ 3,823,588	\$ 3,765,680	\$ 3,895,037	\$ 3,677,221	\$ 3,552,289	\$ 3,721,778	\$ 5,175,034	\$ 4,928,724
Operating grants and contributions	72,822	200,163	54,547	38,663	45,953	31,638	85,164	32,175	30,832	29,910
Capital grants and contributions	-	\$ 52,886	\$ 47,875	\$ 61,150	\$ 40,812	\$ 22,824	\$ 45,115	\$ 41,507	\$ 27,330	\$ 498,315
Total business-type activities program revenues:	\$ 3,860,747	\$ 4,529,707	\$ 3,759,813	\$ 3,865,235	\$ 3,981,502	\$ 3,931,483	\$ 3,653,586	\$ 3,805,457	\$ 5,233,166	\$ 5,496,949
Total primary government program revenues:	\$ 22,651,803	\$ 27,792,005	\$ 27,936,203	\$ 23,664,929	\$ 26,892,652	\$ 33,792,609	\$ 26,571,899	\$ 32,969,052	\$ 29,830,318	\$ 33,180,496
Net (Expense)/Program Revenue										
Governmental activities:										
Business-type activities	\$ (47,877,048)	\$ (50,832,283)	\$ (56,816,121)	\$ (55,894,464)	\$ (59,488,144)	\$ (64,733,391)	\$ (69,327,677)	\$ (67,284,412)	\$ (71,151,782)	\$ (74,907,786)
Business-type activities	\$ 99,384	\$ 786,434	\$ 136,001	\$ 181,787	\$ 387,566	\$ (5,603)	\$ (254,133)	\$ (39,846)	\$ (1,028,115)	\$ (1,159,398)
Total primary government net (expense)/program revenue:	\$ (47,580,008)	\$ (50,038,850)	\$ (56,852,124)	\$ (55,656,920)	\$ (59,056,920)	\$ (69,483,727)	\$ (69,681,526)	\$ (67,324,473)	\$ (72,182,897)	\$ (76,068,184)
General Revenues and other Changes in Net Position										
Governmental activities:										
Rent, sales and personal property taxes	\$ 43,748,160	\$ 44,265,040	\$ 49,701,538	\$ 51,462,011	\$ 53,385,772	\$ 56,088,302	\$ 57,531,778	\$ 59,088,809	\$ 61,772,882	\$ 62,227,081
Motor-vehicle excise taxes	2,138,434	2,245,316	2,164,234	2,162,241	2,335,486	2,335,486	2,391,179	2,770,841	3,038,506	3,042,273
Grants and contributions on transferred to	67,239	98,970	96,849	105,602	122,465	284,092	180,465	116,881	172,557	187,078
Specific programs	945,382	965,617	882,855	723,159	647,232	748,294	693,972	712,014	778,342	689,771
General fund	707,265	615,960	286,819	111,116	91,461	50,000	200,000	25,000	28,386	36,710
Gain or sale of capital assets	69,831	84,833	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	\$ 269,933	\$ 200,781	\$ 299,073	\$ 290,978	\$ 290,978	\$ 290,978	\$ 299,073
Total government activities:	\$ 47,678,984	\$ 52,301,585	\$ 53,186,312	\$ 54,645,147	\$ 56,935,987	\$ 59,858,435	\$ 61,570,781	\$ 63,074,432	\$ 66,076,722	\$ 67,686,481
Business-type activities:										
Transfers	-	-	-	\$ (250,978)	\$ (250,978)	\$ (250,978)	\$ (250,978)	\$ (250,978)	\$ (250,978)	\$ (250,978)
Total primary government general revenues and other changes in net position	\$ 47,678,984	\$ 52,301,585	\$ 53,186,312	\$ 54,645,149	\$ 56,685,009	\$ 59,607,457	\$ 61,319,803	\$ 62,793,454	\$ 65,795,744	\$ 67,435,503
Changes in Net Position										
Governmental activities	\$ (29,901,124)	\$ (28,046,798)	\$ (33,665,915)	\$ (31,991,791)	\$ (32,171,871)	\$ (35,625,122)	\$ (38,161,723)	\$ (44,548,619)	\$ (46,106,175)	\$ (48,381,683)
Business-type activities	\$ 99,384	\$ 786,434	\$ 136,001	\$ 181,787	\$ 387,566	\$ (5,603)	\$ (254,133)	\$ (39,846)	\$ (1,028,115)	\$ (1,159,398)
Total primary government changes in net position:	\$ (29,801,740)	\$ (27,260,364)	\$ (33,529,914)	\$ (31,810,004)	\$ (31,784,305)	\$ (35,630,725)	\$ (38,415,856)	\$ (44,588,465)	\$ (47,134,290)	\$ (49,541,081)
Other changes in net position:	\$ 85,776	\$ 2,965,726	\$ (3,668,813)	\$ 13,424,280	\$ 1,078,461	\$ (1,293,320)	\$ (3,711,723)	\$ 3,038,713	\$ (433,563)	\$ (468,320)
Total changes in net position:	\$ (29,715,964)	\$ (24,294,638)	\$ (37,198,727)	\$ (18,385,724)	\$ (30,705,844)	\$ (36,924,045)	\$ (41,454,569)	\$ (41,549,752)	\$ (47,177,853)	\$ (50,009,401)

Approved by the Board of Selectmen and Finance Committee on May 15, 2017.

Town of Westwood, Massachusetts

Comprehensive Annual Financial Report

Town of Westwood, Massachusetts
Fund Balances, Governmental Funds
Last Ten Years

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
General Fund										
Assigned	\$ -	\$ -	\$ -	\$ -	\$ 850,479	\$ 1,519,171	\$ 1,237,464	\$ 5,431,729	\$ 6,099,333	\$ 4,617,755
Assigned	795,899	1,041,648	1,450,831	1,855,781	1,350,412	1,172,866	1,085,504	1,385,504	1,293,232	4,048,686
Unassigned	2,383,588	3,148,155	2,939,928	2,347,670	4,568,530	5,550,222	7,248,711	8,799,948	9,447,109	10,316,550
Total general fund	\$ 3,179,447	\$ 4,189,803	\$ 4,390,757	\$ 4,203,451	\$ 6,769,421	\$ 8,241,259	\$ 9,571,679	\$ 15,617,281	\$ 16,769,674	\$ 18,982,971
All Other Governmental Funds										
Reserved	\$ 292,110	\$ 300,298	\$ 314,274	\$ 325,949	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unassigned	-	-	-	-	-	-	-	-	-	-
Capital projects funds	5,402,561	6,408,669	6,945,755	6,867,072	-	-	-	-	-	-
Permanent funds	(846,981)	1,651,627	4,536,063	1,356,217	-	-	-	-	-	-
Nonspendable	205,104	214,574	210,544	200,920	-	-	-	-	-	-
Restricted	-	-	-	-	346,050	346,034	356,034	349,547	381,691	409,600
Total all other governmental funds	\$ 5,212,894	\$ 8,555,468	\$ 12,006,636	\$ 8,750,158	\$ 18,115,224	\$ 12,175,508	\$ 10,242,204	\$ 9,355,866	\$ 8,041,631	\$ 14,919,886
Total	\$ 8,392,341	\$ 12,745,271	\$ 16,397,393	\$ 12,953,609	\$ 24,884,645	\$ 20,416,767	\$ 19,813,883	\$ 24,973,145	\$ 24,811,305	\$ 33,902,857

The Town implemented GASBS 54 in fiscal year 2011, fund balances prior to fiscal year 2011 have been reported in the pre-GASB 54 format.

Comprehensive Annual Financial Report

Town of Westwood, Massachusetts
Change in Fund Balances, Governmental Funds
Last Ten Fiscal Years

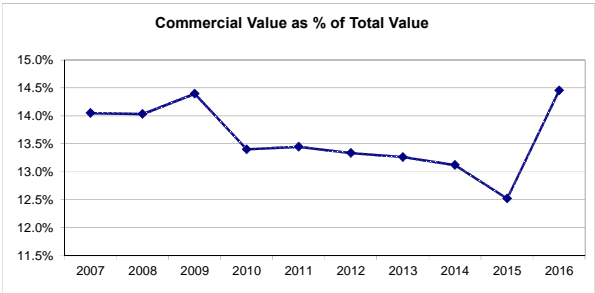
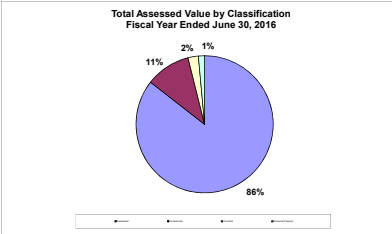
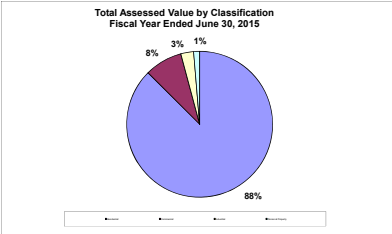
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Revenues:										
Federal and personal property taxes	\$ 43,330,323	\$ 46,323,364	\$ 49,655,987	\$ 50,545,249	\$ 53,892,628	\$ 54,944,865	\$ 57,528,131	\$ 59,918,129	\$ 61,835,371	\$ 67,189,068
Net of tax refunds	2,135,754	2,242,922	2,131,252	2,131,252	2,382,329	2,274,492	2,386,286	2,844,489	3,057,593	3,077,485
Charges for services	4,126,579	4,391,067	4,459,363	4,459,363	4,598,668	4,799,542	4,747,815	4,851,197	4,896,303	4,896,303
University Station	-	-	17,920,000	615,000	-	-	-	44,000,000	-	-
University Station mitigation funds	-	-	-	-	-	-	-	-	925,000	486,453
University Station permits	67,239	98,870	81,079	109,642	122,468	284,002	189,465	95,000	95,000	440,650
Fees and rentals	310,697	270,096	251,898	233,430	233,430	521,268	308,533	341,592	379,437	541,579
Licenses and permits	438,345	479,822	376,525	403,405	473,666	456,336	658,179	643,568	771,232	1,053,310
Fines and forfeitures	14,204,000	15,000,000	15,000,000	15,000,000	15,000,000	15,000,000	15,000,000	15,000,000	15,000,000	15,000,000
Grants	983,379	1,130,800	962,603	522,011	18,443,430	17,766,004	15,300,297	16,939,923	18,041,820	18,441,820
Departmental and other	2,214,210	3,853,037	2,508,971	484,882	168,734	898,562	972,667	691,348	838,806	1,421,086
University Station	-	250,037	257,671	253,111	256,151	234,819	1,601,661	1,437,838	532,664	1,461,119
Payment in lieu of taxes	-	1,232,467	-	-	-	-	-	782,122	-	384,043
Investment income	875,775	788,518	318,376	121,134	99,361	78,741	53,292	34,985	26,379	104,453
Total Revenue	68,982,196	77,837,570	79,241,399	75,961,473	81,357,656	82,241,368	83,900,407	92,316,727	91,886,289	100,191,520
Expenditures:										
General government	2,733,190	2,650,320	3,496,046	2,670,152	2,766,584	3,344,297	2,946,533	3,194,539	3,089,254	4,253,587
Public safety	5,864,064	6,028,382	6,132,029	5,920,912	6,263,693	6,416,597	6,589,032	7,114,612	7,813,058	8,644,179
Education	32,128,154	34,826,723	36,684,935	37,717,356	37,617,889	39,925,906	41,347,249	41,883,435	43,665,556	46,408,907
Health	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
University Station	2,758,642	4,438,354	2,328,458	429,553	130,298	59,244	1,310,832	1,947,259	1,657,889	3,598,282
Human services	679,913	677,563	685,177	788,912	754,388	811,561	840,202	812,081	934,962	1,077,486
Police and recreation	5,521,911	5,705,486	7,234,027	7,597,081	8,085,576	8,709,603	9,154,381	9,349,600	9,657,679	10,369,277
Public and social services	335,255	371,053	317,418	279,318	271,221	291,639	325,755	290,887	401,257	351,987
Property and liability insurance	4,348,031	4,788,339	5,233,520	5,453,428	5,616,558	5,654,542	6,455,097	6,574,999	7,233,271	7,393,094
Employee benefits	3,650,000	3,650,000	3,650,000	3,650,000	3,650,000	3,650,000	3,650,000	3,650,000	3,650,000	3,650,000
Capital outlay	4,163,245	3,920,736	4,367,254	6,089,652	5,167,949	10,166,200	8,462,813	5,513,248	7,600,649	10,382,910
Debt service:										
Principal	4,165,000	4,165,000	4,165,000	4,296,000	4,296,000	4,810,000	3,748,000	3,748,000	3,656,000	3,770,000
Interest	1,658,982	1,659,020	1,610,046	1,739,083	1,693,098	1,693,031	1,527,941	1,456,000	1,456,000	1,673,330
Total Expenditures	71,063,223	77,398,640	79,249,290	78,696,235	79,234,983	87,155,544	89,619,267	89,658,424	93,084,790	105,090,961
Excess of revenues over (under) expenditures	(2,081,027)	528,930	32,099	(3,734,762)	2,122,673	(4,913,876)	(5,618,860)	2,720,303	(1,198,451)	(5,499,341)
Other Financing Sources (Uses)										
Issuance of debt refunding	-	3,830,000	3,500,000	-	9,300,000	-	4,635,000	1,400,000	850,000	13,480,000
Premium from issuance of refunding bonds	-	-	-	-	-	19,095,000	-	-	-	-
Premium from issuance of new bonds	-	-	-	-	-	(2,274,350)	-	-	-	-
Premium from issuance of bonds	-	-	90,023	-	217,365	110,967	809,915	809,915	-	809,915
Sale of capital assets	-	-	-	-	-	50,000	230,000	-	-	-
Capital leases financing	165,622	24,000	676,859	1,599,609	790,140	814,165	1,254,271	743,083	1,469,329	849,253
Transfers in	(433,711)	(535,221)	(678,859)	(1,307,631)	(496,122)	(523,571)	(963,243)	(756,628)	(1,178,351)	(857,275)
Transfers out	-	-	-	-	-	-	-	-	-	-
Total other financing sources (uses)	165,622	3,854,000	3,500,000	299,978	9,908,345	445,956	6,026,983	3,248,976	1,146,978	14,590,983
Net change in fund balance	(1,895,405)	3,692,122	6,622,122	(8,443,841)	11,931,036	(8,466)	207,633	5,909,279	(67,483)	9,091,652
Debt service as a percentage of noncapital expenditures	9.20%	8.34%	8.45%	8.25%	7.97%	8.46%	6.24%	5.94%	5.50%	4.99%

Comprehensive Annual Financial Report

Town of Westwood, Massachusetts
Assessed Value and Actual Value of Taxable Property by Classification and Tax Rates

Last Ten Years

Year	Assessed and Actual Values and Tax Rates									
	Residential Value	Residential Tax Rate	Commercial Value	Industrial Value	Personal Property	Total Commercial Value	Commercial Tax Rate	Commercial % of Total Value	Direct Tax Rate	Total Town Value
2007	\$3,147,514,446	\$10.73	\$271,807,104	\$190,849,800	\$51,962,800	\$514,619,704	\$19.81	14.1%	\$12.01	\$3,662,134,150
2008	\$3,175,772,814	\$11.74	\$272,818,535	\$193,747,600	\$51,955,500	\$516,521,635	\$21.67	14.0%	\$13.13	\$3,694,294,449
2009 (1)	\$3,197,768,457	\$12.01	\$325,730,795	\$164,387,500	\$47,764,400	\$537,862,695	\$22.25	14.4%	\$13.48	\$3,735,651,152
2010	\$3,088,616,907	\$13.07	\$313,552,764	\$116,181,450	\$46,381,800	\$478,066,014	\$23.98	13.4%	\$14.53	\$3,566,682,921
2011	\$3,014,069,261	\$13.83	\$303,956,394	\$111,888,000	\$52,502,700	\$468,347,094	\$25.38	13.4%	\$15.38	\$3,482,416,355
2012 (1)	\$3,019,444,695	\$14.48	\$298,952,742	\$116,563,050	\$49,223,000	\$464,738,792	\$26.55	13.3%	\$16.09	\$3,484,183,487
2013	\$3,025,447,435	\$14.89	\$305,246,315	\$110,035,850	\$47,436,500	\$462,720,665	\$27.28	13.3%	\$16.53	\$3,488,168,100
2014	\$3,024,619,084	\$15.40	\$301,008,803	\$108,446,500	\$47,416,300	\$456,871,603	\$28.18	13.1%	\$17.08	\$3,481,490,687
2015 (1)	\$3,201,759,309	\$15.24	\$305,143,078	\$104,513,800	\$48,705,000	\$458,361,878	\$28.79	12.5%	\$16.94	\$3,660,121,187
2016	\$3,479,561,719	\$14.66	\$429,192,713	\$100,498,400	\$58,369,200	\$588,060,313	\$28.27	14.5%	\$16.63	\$4,067,622,032



(1) Revaluation year.
Source: Assessor's Department, Town of Westwood
All property in the Commonwealth of Massachusetts is assessed at 100% of fair cash value.

Note: Chapter 59, Section 21C of the Massachusetts General Laws, known as "Proposition 2 1/2", imposes 2 separate limits on the annual tax levy of the Town. The primary limitation is that the tax levy cannot exceed 2 1/2 percent of the full and fair cash value. The secondary limitation is that the tax levy cannot exceed the maximum levy limit for the preceding year as determined by the State Commissioner of Revenue by more than 2 1/2 percent, subject to an exception for property added to the tax rolls and for certain substantial valuation increases other than as part of a general revaluation. The secondary limit may be exceeded in any year by a majority vote of the voters, however it cannot exceed the primary limitation.

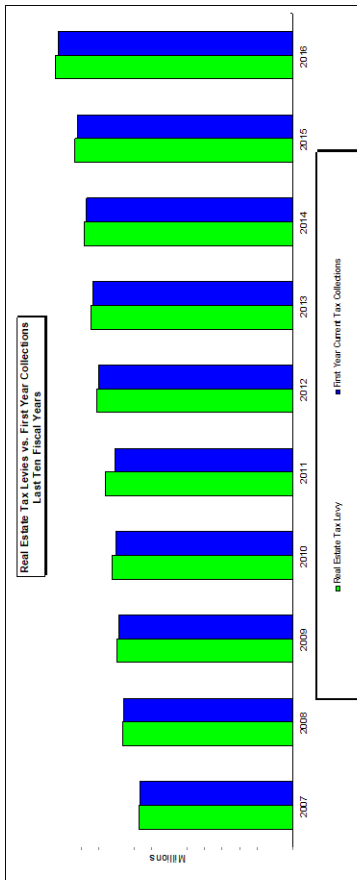
Comprehensive Annual Financial Report

Town of Westwood, Massachusetts
Principal Taxpayers
Current Year and Nine Years Ago

Name	Nature of Business	2016			2007		
		Assessed Valuation	Rank	Percentage of Total Taxable Assessed Value	Assessed Valuation	Rank	Percentage of Total Taxable Assessed Value
Westwood Marketplace/University Station Phase 2 LLC	Retail	\$ 114,362,300	1	4.8%	-	-	-
Foxhall Village Homeowner Corp	Residential Community	\$ 76,060,750	2	1.6%	\$ 60,748,000	2	2.2%
Westwood Gables II LLC	Residential Community	\$ 60,680,950	3	1.3%	-	-	-
Eversource Utility Company	Office Building	\$ 50,241,850	4	2.1%	-	-	-
Medical Information Tech Inc.	Office Building/Medical Info	\$ 47,751,600	5	2.0%	\$ 52,617,450	4	1.4%
GR-Highland/Westwood Glen LP	Residential Community	\$ 45,159,850	6	1.0%	\$ 36,545,450	5	1.0%
AGNL Exercise LLC	Fitness Center	\$ 38,173,100	7	1.6%	-	-	-
Target Corporation	Retail	\$ 20,289,600	8	0.8%	-	-	-
LUB CUP 680 Canton St LLC	Office/Research & Development	\$ 19,350,800	9	0.8%	-	-	-
Westwood Developer LLC	Office Building	\$ 15,619,300	10	0.7%	-	-	-
CFRI Delivery	Office Building/Warehouse	-	-	-	\$ 108,637,750	1	3.0%
Boston Edison Company	Office Building	-	-	-	\$ 53,118,250	3	1.5%
Westwood Investors LLC	Office Building/Administration	-	-	-	\$ 17,679,300	6	0.5%
Clear Limited Partnership	Car Dealership	-	-	-	\$ 11,028,450	7	0.3%
Osborn Corporate Trust	Office Building	-	-	-	\$ 9,772,050	8	0.3%
Westwood Nominee Trust	Office Building	-	-	-	\$ 9,528,600	9	0.3%
Glacier Limited Partnership	Office Building	-	-	-	\$ 9,127,500	10	0.3%
Totals		\$458,373,100		167%	\$385,002,890		10.8%
Source: Town of Westwood, Assessor Department							

Town of Westwood, Massachusetts
Property Tax Levies and Collections
Last Ten Years

Year	(2) Total Tax Levy	Less Abatements & Exemptions	(2) Net Tax Levy	First Year Current Tax Collections	Percent of Net Levy Collected	Delinquent Tax Collections	Total Tax Collections	Percent of Total Tax Collections to Net Tax Levy
2007	\$43,967,446	\$265,101	\$43,702,346	\$43,236,924	99.93%	\$463,512	\$43,690,696	99.74%
2008	\$48,616,937	\$269,741	\$48,347,196	\$47,864,766	99.20%	\$21,1765	\$48,076,521	99.64%
2009	\$50,373,069	\$654,655	\$49,718,414	\$49,418,485	99.20%	\$219,456	\$49,637,941	99.64%
2010	\$51,893,246	\$590,906	\$51,302,340	\$50,197,397	97.92%	\$366,302	\$50,658,699	99.64%
2011	\$53,671,227	\$417,348	\$53,253,879	\$50,453,631	94.92%	\$2,610,669	\$53,064,314	99.89%
2012	\$55,060,374	\$566,420	\$54,493,954	\$55,028,113	99.80%	\$137,394	\$55,165,507	99.05%
2013	\$57,871,932	\$509,035	\$57,362,897	\$56,720,328	99.08%	\$370,257	\$57,030,685	99.62%
2014	\$59,463,776	\$232,373	\$59,231,403	\$58,534,289	99.84%	\$419,104	\$59,653,397	99.65%
2015	\$61,991,060	\$162,697	\$61,828,363	\$60,957,134	99.62%	\$592,937	\$61,540,071	99.67%
2016	\$67,634,840	\$269,357	\$67,365,483	\$66,662,670	99.99%	\$0	\$66,662,670	99.99%



(1) Revaluation Year.
(2) Includes tax liens.
(3) Source: Town of Westwood Collectors Department and Town Records

Comprehensive Annual Financial Report

Town of Westwood, Massachusetts

Ratios of Outstanding Debt and General Bonded Debt

Last Ten Years

Year	Governmental Activities Debt					
	Population Estimates	Personal Income	Assessed Value	General Obligation Bonds (2)	Capital Leases	Per Capita

2007	15,485	\$813,383,500	\$3,662,134,150	\$41,925,000	\$ 185,622	\$ 2,719
2008	15,648	\$871,262,158	\$3,694,294,449	\$41,590,000	\$ 146,004	\$2,667
2009	15,680	\$925,426,513	\$3,735,651,152	\$40,575,000	\$ 74,737	\$2,592
2010	15,715	\$983,141,729	\$3,666,662,821	\$36,280,000	\$ -	\$2,309
2011	14,618	\$969,383,375	\$3,482,416,355	\$41,280,000	\$ -	\$2,225
2012	14,618	\$1,027,546,378	\$3,484,183,487	\$36,042,083	\$ -	\$2,466
2013	14,618	\$1,035,525,695	\$3,487,183,487	\$36,042,083	\$ -	\$2,466
2014	14,618	\$1,403,985,810	\$3,481,480,897	\$34,801,249	\$ 579,212	\$2,120
2015	14,876	\$1,330,018,532	\$3,660,121,187	\$32,018,332	\$ 434,827	\$2,182
2016	14,809	\$1,503,408,680	\$4,067,622,032	\$42,723,787	\$ 292,872	\$2,905

5.18%
4.79%
4.39%
3.69%
4.26%
3.51%
3.51%
3.51%
2.52%
2.44%
2.86%
1.15%
1.13%
1.09%
1.02%
1.19%
1.03%
1.03%
1.02%
0.89%
1.06%

Year	Business-type Activities (1)				Total Primary Government			
	General Obligation Bonds (2)	Capital Leases	Total Debt Outstanding	Per Capita	General Obligation Bonds (2)	Capital Leases	Percentage of Personal Income	Percentage of Assessed Value

2007	\$3,022,828	\$ -	\$45,133,450	\$2,915	\$2,833	\$ -	5.55%	1.23%
2008	\$2,600,875	\$ -	\$44,336,879	\$2,731	\$2,833	\$ -	5.09%	1.20%
2009	\$2,175,125	\$ -	\$42,824,862	\$2,427	\$2,833	\$ -	4.63%	1.15%
2010	\$1,665,287	\$ -	\$38,145,287	\$2,061	\$2,427	\$ -	3.86%	1.07%
2011	\$1,535,200	\$ -	\$32,060,861	\$2,061	\$2,427	\$ -	3.45%	1.05%
2012	\$1,493,200	\$ -	\$27,085,293	\$2,061	\$2,427	\$ -	3.65%	1.08%
2013	\$1,310,440	\$ -	\$28,529,606	\$2,061	\$2,427	\$ -	3.64%	1.10%
2014	\$2,661,680	\$ -	\$38,042,141	\$2,602	\$2,427	\$ -	2.71%	1.09%
2015	\$2,277,620	\$ -	\$34,730,779	\$2,335	\$2,427	\$ -	2.61%	0.95%
2016	\$2,122,060	\$ -	\$45,138,719	\$3,048	\$2,427	\$ -	3.00%	1.11%

(1) Sewer Fund

(2) This is the general bonded debt of both governmental and business-type activities, net of original issuance discounts and premiums.
Source: Audited Financial Statements, U. S. Census

Comprehensive Annual Financial Report

Town of Westwood, Massachusetts			
Direct and Overlapping Governmental Activities Debt			
As of June 30, 2016			
Town of Westwood, Massachusetts	Debt Outstanding (1)	Estimated Percentage Applicable	Estimated Share of Overlapping Debt
Debt repaid with property taxes			
Norfolk County.....	\$ 11,830,000	3.12%	\$ 368,505
Direct debt:			
Capital Lease Obligations.....			292,872
General Governmental Debt.....			<u>42,723,787</u>
Town total direct debt.....			<u>43,016,659</u>
Total direct and overlapping debt.....			<u>\$ 43,385,164</u>

(1) This is the general bonded debt of both governmental and business-type activities, net of original issuance discounts and premiums.

Source: Town of Westwood, Finance Department and related organizations.

Note: Overlapping governments are those that coincide, at least in part, with geographic boundaries of the Town. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the taxpayers of Town. This process recognizes that, when considering the government's ability to issue and repay long-term debt, the entire debt burden borne by the property taxpayers should be taken into account. However, this does not imply that every taxpayer is a resident, and therefore responsible for repaying the debt, of each overlapping government.

Comprehensive Annual Financial Report

Town of Westwood, Massachusetts
Computation of Legal Debt Margin
Last Ten Years

	Year									
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Equalized Valuation.....	\$ 3,834,009,100	\$ 3,906,162,100	\$ 3,906,162,100	\$ 3,845,002,400	\$ 3,845,002,400	\$ 3,702,302,900	\$ 3,702,302,900	\$ 3,688,071,400	\$ 3,688,071,400	\$ 4,342,334,700
Debt Limit -5% of Equalized Valuation.....	\$ 191,700,405	\$ 195,308,105	\$ 195,308,105	\$ 192,250,120	\$ 192,250,120	\$ 185,115,145	\$ 185,115,145	\$ 184,903,570	\$ 184,903,570	\$ 217,116,735
Less:										
Outstanding debt applicable to limit.....	\$ 44,947,828	\$ 44,190,875	\$ 42,750,126	\$ 38,145,287	\$ 42,840,600	\$ 36,888,200	\$ 37,750,440	\$ 36,761,680	\$ 33,672,620	\$ 43,537,060
Authorized and unissued debt.....	\$ 3,865,000	\$ 4,535,000	\$ 1,150,000	\$ 9,450,000	\$ 910,000	\$ 6,245,000	\$ 2,970,000	\$ -	\$ 9,600,000	\$ 13,205,000
Legal debt margin.....	\$ 142,887,577	\$ 146,592,230	\$ 151,407,980	\$ 144,654,833	\$ 149,499,520	\$ 141,661,945	\$ 144,384,705	\$ 148,141,820	\$ 144,630,860	\$ 160,374,675
Total debt applicable to the limit as a percentage of debt limit.....										
	26.46%	24.85%	22.48%	24.76%	22.76%	23.35%	22.00%	19.88%	23.40%	26.13%
Source: Town of Westwood, Finance Department										

Town of Westwood, Massachusetts

Demographic and Economic Statistics

Last Ten Years

Year	Population Estimates	Personal Income	Per Capita Personal Income	Median Age	School Enrollment	Unemployment Rate
2007	15,485	\$ 813,383,500	\$ 52,527	41.0	3,023	3.0%
2008	15,648	\$ 871,262,158	\$ 55,679	41.0	3,008	2.7%
2009	15,680	\$ 925,426,513	\$ 59,020	41.0	3,012	5.7%
2010	15,715	\$ 983,141,729	\$ 62,561	41.0	3,184	6.1%
2011	14,618	\$ 969,383,375	\$ 66,314	41.0	3,180	4.5%
2012	14,618	\$ 1,027,546,378	\$ 70,293	41.0	3,019	4.3%
2013	14,618	\$ 1,059,322,606	\$ 72,467	41.0	3,206	4.1%
2014	14,618	\$ 1,403,985,810	\$ 96,045	41.0	3,213	3.9%
2015	14,876	\$ 1,330,018,532	\$ 89,407	41.0	3,521	3.7%
2016	14,809	\$ 1,503,409,680	\$ 101,520	41.0	3,163	2.9%

Source: U. S. Census, Division of Local Services

Median age is based on most recent census data

MA Department of Elementary and Secondary Education

School and Town Clerk Departments, Town of Westwood

MA Office of Workforce Development

Town of Westwood, Massachusetts
Principal Employers (excluding Town)
Current Year and Nine Years Ago

	Employer	Nature of Business	2016			2007		
			Employees	Rank	Percentage of Total Town Employment	Employees	Rank	Percentage of Total Town Employment
	Everource Energy	Utility - Gas & Electric	870	1	9.1%	-	-	-
	Wegmans	Supermarket	550	2	5.7%	-	-	-
	John Hancock retirement Plan Services	Financial Services	450	3	4.7%	-	-	-
	Roché Brothers	Supermarkets	356	4	3.7%	280	5	4%
	Life Time Fitness	Health & fitness	315	5	3.3%	-	-	-
	Prime Motor Group	Automobile Sales	256	6	2.7%	-	-	-
	Meditech, Inc	Healthcare Technology	250	7	2.6%	435	3	7%
	Target	Department Store	185	8	1.9%	-	-	-
	KLA - Tenor Corp	Measurement Technology	175	9	1.8%	-	-	-
	Fox Hill Village Retirement Community	Senior Housing	162	10	1.7%	-	-	-
	Nistar	Power Company	-	-	-	1,115	1	17%
	State Street Bank	Financial Services	-	-	-	700	2	11%
	New York Life Insurance	Life Insurance	-	-	-	325	4	5%
	Tumble, Inc	Measurement Technology	-	-	-	250	6	4%
	ADE Corporation	Measurement Technology	-	-	-	200	7	3%
	MB	Medical Information	-	-	-	176	8	3%
	Northrop Grumman	Electronics	-	-	-	150	9	2%
	Clair Motors	Car Dealer	-	-	-	111	10	2%
	Total		3,569		37%	3,742		58%

Source: Massachusetts Workplace Development

Town of Westwood, Massachusetts
Full-time Equivalent Town Employees by Function
Last Ten Years

	Year									
Function	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
General government.....	21	21	22	22	22	22	22	21	22	23
Public Safety.....	69	69	70	70	70	72	72	76	86	83
Education.....	488	493	513	512	476	479	486	501	515	536
Public works.....	28	29	29	29	29	29	30	29	29	26
Human services.....	6	6	6	6	6	9	9	9	10	9
Culture and recreation.....	9	9	10	10	10	13	13	13	13	13
Total	621	627	650	649	613	624	642	649	677	690

Source: Town Records

Comprehensive Annual Financial Report

Town of Westwood, Massachusetts
Operating Indicators by Function/Program
Last Ten Years

Function/Program	Year									
	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
General Government	15,485	15,648	15,890	15,584	14,618	14,618	14,618	14,618	14,618	14,618
Registered Voters, Annual Town Election.....	9,353	9,594	10,040	10,182	9,926	9,926	10,553	10,639	10,511	10,777
Town Clerk										
Births.....	158	143	117	113	94	111	102	114	110	114
Marriages.....	44	38	42	38	47	73	56	66	73	67
Deaths.....	145	145	158	163	154	142	162	167	151	163
Dogs licensed.....	1,138	1,098	1,239	1,213	1,331	1,382	1,387	1,439	1,477	1,455
Police										
Documented calls for police services.....	15,993	16,234	12,819	14,464	12,913	12,900	14,089	16,819	17,669	28,404
Arrests.....	155	153	275	275	161	161	161	139	139	139
Arrests.....	155	153	30	78	89	86	127	139	134	553
Traffic citations issued.....	2,042	2,953	1,816	2,191	989	1,130	1,666	1,729	1,694	3,259
Parking tickets issued.....	129	74	4	48	14	54	42	172	89	207
Animal complaints.....	1,019	842	812	738	84	705	705	84	84	84
Total number of animal complaints.....	572	469	467	938	372	415	478	546	615	591
Fire										
Inspections.....	939	840	716	701	736	779	839	839	779	1,021
Plan reviews.....	105	106	75	69	81	77	106	106	142	156
Permits/certificates issued.....	418	242	382	330	405	524	566	566	609	654
Emergency responses.....	2,860	2,767	3,075	2,341	3,638	3,064	2,837	2,862	2,820	3,065
Building Department										
Permits issued.....	1,992	1,899	1,897	1,601	1,821	1,823	1,935	2,186	2,275	2,883
Education										
Public school enrollment.....	3,023	3,008	3,024	3,079	3,178	3,213	3,209	3,213	3,253	3,209
Public Works										
Cemetery										
Lot sold.....	36	51	32	54	32	43	70	31	35	35
Recycling.....	46	46	72	72	46	72	40	71	71	71
Recycling.....	1,656	1,595	1,501	1,329	1,324	1,297	1,439	1,764	1,841	1,841
Hazardous Waste Day Participants.....	336	344	276	292	343	250	187	140	195	286
Human Services										
Board of Health										
Permits issued.....	354	375	324	317	356	326	376	240	351	307
Permits issued.....	565	422	451	321	550	258	276	210	289	163
Council on Aging										
Home delivered meals served.....	19,603	19,976	19,878	19,988	19,404	19,404	19,528	16,505	13,014	7,017
Food/drug van trips.....	4,162	7,561	6,988	8,422	6,876	7,025	7,132	7,098	4,424	4,424
Libraries										
Volumes in collection.....	111,646	120,148	115,214	111,114	115,131	115,131	128,660	143,913	156,574	160,867
Circulation.....	233,964	242,464	265,772	288,241	289,422	277,941	192,998	267,582	262,998	228,294
Program attendance.....	11,217	11,156	11,022	10,824	10,656	9,791	5,176	5,735	5,762	10,871
Youth & Family Services										
Misc resident clinical consultation hours.....	683	822	726	677	889	967	1,003	1,052	1,052	1,239
Recreation										
Participants.....	7,567	7,327	7,877	8,327	8,013	7,264	8,248	9,564	8,508	6,149
Participants.....	-	-	-	-	-	-	5,156	13,100	13,100	13,100
Pool Attendance.....	-	-	-	-	-	-	-	-	-	-

NA: Information not available
Note: 2016 info not available
Source: Various Town Departments

Town of Westwood, Massachusetts
Capital Asset Statistics by Function/Program
Last Ten Years

Function/Program	Year									
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
General Government										
Number of Buildings.....	3	3	3	3	3	3	3	3	3	3
Police										
Number of Stations.....	1	1	1	1	1	1	1	1	1	1
Fire										
Number of Stations.....	2	2	2	2	2	2	2	2	2	2
Education										
Number of elementary schools.....	5	5	5	5	5	5	5	5	5	5
Number of middle schools.....	1	1	1	1	1	1	1	1	1	1
Number of high schools.....	1	1	1	1	1	1	1	1	1	1
Human Services										
Senior Center Facility.....	1	1	1	1	1	1	1	1	1	1
Culture and Recreation										
Libraries.....	2	2	2	2	2	2	2	2	2	2
Conservation land (acreage).....	700	700	700	700	700	700	700	700	700	700

Source: Various Town Departments

Comprehensive Annual Financial Report

How Does Westwood Compare with Other Communities?

In determining the list of communities with which to compare Westwood, three factors were considered: location, population, and per capita equalized valuation (EQV).

Location - Communities within a 30 mile radius of Westwood were considered.

Population - Towns with a population significantly smaller than Westwood probably do not have similar service demands; one larger in population will have increased service delivery demands.

Per Capita Equalized Valuation (EQV) - This factor measures the relative "wealth" of a community by dividing property valuations by population. Per capita valuation is directly related to the amount of revenue that a community can raise via the property tax. It offers some comparison of a community's "ability to pay."

Source: MA Department of Revenue

Municipality	Miles from Westwood	2013 Population	2014 EQV Per Capita	2011 Income Per Capita
Canton	8	22,221	\$183,775	\$48,593
Concord	24	19,285	\$287,301	\$100,013
Holliston	14	14,162	\$148,110	\$47,765
Medfield	6	12,313	\$194,877	\$77,499
Sharon	9	18,027	\$160,641	\$56,677
Sudbury	21	18,367	\$226,192	\$93,407
Wayland	17	13,444	\$236,137	\$133,867
Weston	15	11,853	\$471,984	\$267,636
Westwood		14,876	\$248,593	\$89,407

2016				
Municipality	Residential Tax Rate	Commercial Tax Rate	Tax Levy	Taxes As % of Total Revenue
Canton	12.79	26.36	\$68,196,330	68.08
Concord	13.92	13.92	\$81,319,099	79.76
Holliston	18.79	18.79	\$42,754,672	63.29
Medfield	16.75	16.75	\$41,627,344	65.95
Sharon	20.11	20.11	\$62,977,906	72.35
Sudbury	17.80	17.80	\$76,997,530	76.40
Wayland	17.34	17.34	\$58,374,879	68.02
Weston	12.16	12.16	\$71,275,670	75.58
Westwood	14.66	28.27	\$67,634,840	77.68

Municipality	2016			2014	2015	
	Average Single Family Tax Bill	2016 State Hi-Lo Rank	7-1-15 Free Cash	Stabilization Fund	Moody's Bond Rating	S&P
Canton	\$6,285	75	\$3,801,359	\$5,074,180		AAA
Concord	\$13,490	7	\$11,040,933	\$5,324,810	Aaa	
Holliston	\$7,819	45	\$2,083,684	\$5,884,487		Aa+
Medfield	\$10,309	18	\$2,620,615	\$2,922,469	Aa1	
Sharon	\$10,148	20	\$2,502,888	\$400,522	Aa3	Aa
Sudbury	\$12,082	9	\$1,190,989	\$4,128,451		AAA
Wayland	\$11,730	11	\$6,479,195	\$1,585,335	Aaa	
Weston	\$18,762	1	\$2,581,323	\$0	Aaa	AAA
Westwood	\$10,312	17	\$4,961,737	\$2,651,292	Aa1	AAA

Some Facts About Westwood

Form of Government	Board of Selectmen, Executive Secretary, Open Town Meeting			
Population Trends	2000		2014	
	14,117		14,809	
Registered Voters (2015)	Total	Democrats	Republicans	Unenrolled/Other
	10,777	2,757	1,630	6,390
Source: Records Administ. Westwood				

Westwood Schools

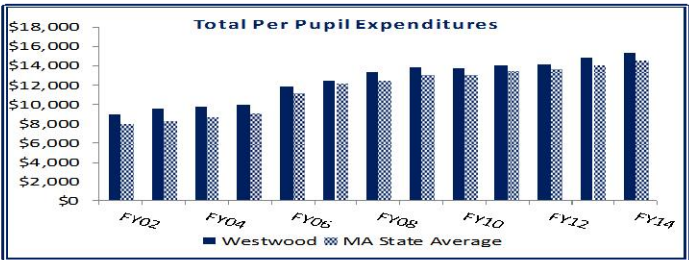
In April, 2005 the new high school and recreational sports fields were opened for students. The new school features beautiful classroom facilities, a state of the art media center, and a new performing arts facility.



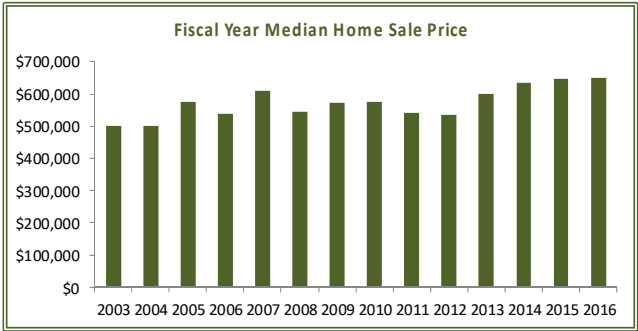
2012 National Blue Ribbon School of Excellence



Westwood High School was named a 2012 National blue Ribbon High School by U. S. Secretary of Education Arne Duncan on September 7, 2012. The school is one of just 38 high schools nationwide to be identified as "Exemplary High Performing," a designation reserved for schools that are among their state's highest performing schools.



Comprehensive Annual Financial Report



Visit Westwood's Web Site!
<http://www.townhall.westwood.ma.us/>

Important Links...

Sources: MA Department of Revenue
MA Department of Education
U. S. Census
Town Clerk – Town of Westwood
Board of Assessors – Town of Westwood

About Westwood
Address & Phone Directory
Community Resources Links
Employment Opportunities
Forms, Documents, Minutes
How Do I?
New Residents
News and Announcements
Photo Gallery
Traffic Updates
Upcoming Events

Town Meetings

State Elections

Town Elections

Annual Town Meeting Minutes

Monday, May 2, 2016
Westwood High School Auditorium



May 2, 2016 Annual Town Meeting Minutes

Dorothy A. Powers, CMC, CMMC Town Clerk

Pursuant to a warrant dated April 11, 2016 signed by Selectmen, Patrick J. Ahearn, Nancy C. Hyde and Michael F. Walsh, the inhabitants of Westwood qualified to vote in Elections and Town affairs, convened in the Westwood High School Auditorium on Monday May 2, 2016 at 7:30 p.m.

Town Moderator Alice Moore called Town Clerk, Dottie Powers forward to swear in newly elected Town officials who were in attendance at 7:00 p.m. followed by the presentation of six resolutions.

The first resolution was presented to Selectman, Patrick J. Ahearn by Selectman Nancy C. Hyde:

WHEREAS, Patrick J. Ahearn served on the Board of Selectmen for eighteen (18) years from 1993 to 2016, serving as Chairman six times throughout his tenure and serving as the Selectmen liaison on many boards and committees. Pat's extensive experience and background on the Board along with his background as an attorney provided invaluable insight, historical knowledge of policies and procedures to the Board throughout the years; and

WHEREAS, prior to his service on the Board of Selectmen, Pat was a member of the Business Development Advisory Board which he Chaired for many years and actively researched and sought support for the Town to petition the General Court to authorize the Board of Selectmen to issue liquor licenses; and

WHEREAS, during his first term as Chairman, Pat established the Aid to the Elderly program which reviewed options for increasing assistance to the elderly population, including tax relief. The Town has raised, through donations, a total of \$450,000 to assist in the tax relief to many seniors in the community since its establishment in 1999; received a grant for \$1 million from the state to purchase and preserve Lowell Woods for additional open space in Town; and

WHEREAS, in 2000, the Pat successfully negotiated the implementation of paramedic services to be offered in Westwood through the Fire Department; worked with the Youth & Family Service Commission to establish the Westwood Community Chest, an organization that helps Westwood individuals and families in need through charitable donations; successfully worked with the Selectmen, OPEN, Westwood Preservation Society and Westwood Land Trust to negotiate the purchase of 79 acres of open space owned by the Stir Family including \$1.7 million with \$75,000 from land trust, \$75,000 from Preservation Society and \$250,000 grant from Self-help program by Executive Office of Environmental Affairs; and

WHEREAS, during his term, Pat sought and received appropriation from Town Meeting to design and construct a municipal building on Carby Street that houses the Department of Public Works administrative offices and all land use departments, freeing up office space in Town Hall; negotiated the transfer of cable licenses from AT&T Broadband to Comcast which provided high speed internet in Town; and

WHEREAS, in 2003, the Board of Selectmen petitioned the General Court for the authorization for the Board of Selectmen to issue liquor licenses for the service of alcoholic beverages in the Town of Westwood. Over the next year, the Board, with the caution and input from Pat, developed the Town's Alcoholic Beverage Rules and Regulations. Pat spent a considerable amount of time pledging the

Annual Town Meeting Minutes

enforcement and oversight of all establishments within Town. With his careful and skillful deliberations with the Board, Pat made it his priority to protect the community, while boosting economic development; and

WHEREAS, beginning in 2006, Pat and the Board established a Steering Committee to prepare the Town for proposals for a mixed use development application, known as Westwood Station. Throughout the years and through tough fiscal times, in his role on the Board Pat was able to bring history on the proposed projects, a steady vision for what the Town wanted, and ensured that proposals brought for consideration were in the best interest of the Town. In 2013 when the Town approved the University Station Project, Pat and the Board were in the forefront, negotiating and reviewing all the plans to safeguard the Town's best interest; and

WHEREAS, in 2009, Pat and the Board approved the installation of the artificial field behind the High School with lights to accommodate several sports including soccer, lacrosse, football and field hockey; oversaw the approval of the construction of new garage facilities for the Department of Public Works including an enclosed wash bay which allow for safe washing of the equipment vehicles in the water protection district for on the of Dedham-Westwood Water wells;

WHEREAS, through 2012, he oversaw the construction of the New Library with the Permanent Building Committee where the project was significantly under the expected bid price; participated and oversaw the purchase and sale of the Colburn School including serving on the Colburn School Reuse Task Force which researched and selected the appropriate bidder for best use; and

WHEREAS, during his Chairmanship in 2012, Pat oversaw the issuance of the first off-premise liquor sale license for wine and malt beverages, continuing to enhance the Town's economic position and increase the desire for companies to locate within the community; and

WHEREAS, during his Chairmanship in 2015, Pat sought and received Town Meeting allocation of \$850,000 to design a new Fire Station in Islington and \$1 million for the design of a Police Headquarters; further, sought and allocated \$8.6 million bond to construct the new Fire Station; received Department of Housing and Community Development certification that Westwood has achieved and exceeded the Massachusetts General Law Chapter 40B requirement that 10% of the housing units qualify as affordable subsidized housing; and

WHEREAS, approved a transferring of the town and school employee healthcare coverage from West Suburban Health Group to the state GIC plans, which resulted in significant savings and committed the Selectmen allocating funds annually to cover the town's OPED liability; and

WHEREAS, Pat has been an active member of the community in various roles including, but not limited to, President of the Westwood Pop Warner, Pop Warner Coach, Little League Coach, and an Active Parishioner at St. Margaret Mary's Church.

BE IT FURTHER RESOLVED that this resolution be placed in the official records of the Town and a copy be given to Patrick Ahearn.

The second resolution was presented to Jack Wiggin by Selectman, Nancy C. Hyde:

WHEREAS, John J. Wiggin served our town as a member of the Westwood Planning Board from 1995 through 2001 and again from 2009 through today, serving as Chairman in 1997, 2001 and 2012; and

Annual Town Meeting Minutes

WHEREAS, he served on the Economic Development Advisory Board from 2006 to 2009; and on the Housing Partnership and Fair Housing Committee from 1999 through 2010, and as Chairman in 2009; and

WHEREAS, he was instrumental in the creation of Westwood's long-term Comprehensive Master Plan, having served as the Chairman of the Comprehensive Master Plan Steering Committee from 1998 through 2000; chaired the Town Centers Planning Committee in 2009; and served as Chairman of the Comprehensive Plan Update Steering Committee from 2010 to present; and

WHEREAS, he was the 2009 Recipient of the John J. Cronin Public Service Award, and served on the John J. Cronin Public Service Award Committee from 2012-2013; and

WHEREAS, his many worthwhile contributions were greatly valued by his fellow members of the Planning Board, Economic Development Advisory Board, Housing Partnership and Fair Housing Committee, Comprehensive Master Plan Steering Committee, Town Centers Planning Committee, and John J. Cronin Public Service Award Committee; and

WHEREAS, he worked extensively with fellow Planning Board members, various other board and commission members, staff and consultants on countless zoning amendments and site-specific project reviews, and provided beneficial direction in the development of plans for University Station, and plans for the Islington Fire Station and new Police Headquarters;

WHEREAS, he repeatedly demonstrated a consistent willingness to make difficult decisions while continually striving to uphold the best interests of the Town; and

WHEREAS, throughout his terms of office he gave generously of his time and consistently demonstrated the qualities of leadership, dedication and fairness throughout his service to the Town, and his opinions were valued by the Planning Board, Town staff and other elected and appointed Town boards and commissions, and

BE IT THEREFORE RESOLVED that the Town of Westwood, by vote of those present at the 2016 Annual Town Meeting, officially recognize and express its gratitude to John J. Wiggin, for his dedicated service to the Town, and

BE IT FURTHER RESOLVED that this resolution is placed in the official records of the Town and a copy given to John J. Wiggin.

The third resolution was presented to Bruce Montgomery by Selectman, Nancy C. Hyde:

WHEREAS, Bruce H. Montgomery served on the Planning Board from 2006 through today, serving as Chairman in 2013; and

WHEREAS, he served on the Finance Commission from 2000 to 2006; and

WHEREAS, he was appointed and has served on the Long Range Financial Planning Committee since 2011; and

WHEREAS, he served on the Public Safety Task Force in 2014; and

WHEREAS, his many worthwhile contributions were greatly valued by his fellow members of the Planning Board, Finance Commission, Long Range Financial Planning Committee and Public Safety Task Force; and

WHEREAS, he worked extensively with fellow Planning Board members, various other board and commission members, staff and consultants on countless zoning amendments and site-specific project reviews, and provided beneficial direction in the development of plans for Westwood Station and University Station, and plans for the Islington Fire Station and new Police Headquarters;

WHEREAS, he repeatedly demonstrated a consistent willingness to make difficult decisions while continually striving to uphold the best interests of the Town; and

WHEREAS, throughout his terms of office he gave generously of his time and consistently demonstrated the qualities of leadership, dedication and fairness throughout his service to the Town, and his opinions and many worthwhile contributions were valued by the Planning Board, Town staff and other elected and appointed Town boards and commissions, and

BE IT THEREFORE RESOLVED that the Town of Westwood, by those present at the 2016 Annual Town Meeting, officially recognize and express its gratitude to Bruce H. Montgomery, for his dedicated service to the Town; and

BE IT FURTHER RESOLVED that this resolution is placed in the official records of the Town and a copy given to Bruce H. Montgomery.

The fourth resolution was presented to Richard Wade, by Selectman Patrick J. Ahearn:

WHEREAS, Richard V. Wade served on the Board of Library Trustees for 3 years (2013-2016) and also served on the Finance and Warrant Commission (2009-2012), and

WHEREAS, during his term on the Board of Library Trustees, he was appointed as the Trustees' Liaison to the Permanent Building Committee overseeing the construction of the new Westwood Public Library, and was an honest, thoughtful and passionate supporter and spokesperson for the Westwood Public Library, and

WHEREAS, during his term on the Finance and Warrant Commission he was appointed to the Education Subcommittee and worked collaboratively and with great professionalism with other members to make sound decisions to the benefit of the residents of Westwood, and

WHEREAS, during his term on the Board of Library Trustees he was an articulate advocate for Library staff and patrons, and

WHEREAS, Richard, in his many years of exemplary service to the Town has consistently shown the utmost integrity and in all his efforts strove to make Westwood better for all its residents.

BE IT THEREFORE RESOLVED that the Town of Westwood and those present at the 2016 Annual Town Meeting, officially recognizes and expresses its gratitude to Richard Wade for his dedicated service to the Town, and

BE IT FURTHER RESOLVED that this resolution be placed in the official records of the Town and a copy be given to Richard V. Wade.

The fifth resolution was presented to Karen Coffey by board of Selectman, Chair, Michael Walsh:

WHEREAS, Karen Coffey served on the Board of Library Trustees for 9 years (three terms) from 2007 through 2016, and also served as Trustee Liaison to the Friends of the Westwood Public Library, and

WHEREAS, during her terms on the Board of Library Trustees, she was elected to several terms as Chairman and Clerk, and was an honest, articulate and passionate supporter and spokesperson for the Westwood Public Library, and

WHEREAS, during her terms as Library Trustee she worked collaboratively and with great professionalism with members of the Friends and the library community to lead the fundraising efforts for the Library, and was instrumental in providing leadership and was an articulate advocate for Library staff and patrons, and

WHEREAS, during her terms on the School Committee for six years, from May 1990 through April 1996, was an advocate for supporting and championing students' needs, and

WHEREAS, Karen, in her many years of exemplary service to the Town has consistently shown and in all her efforts strove to make Westwood better for all its residents.

BE IT THEREFORE RESOLVED that the Town of Westwood and those present at the 2016 Annual Town Meeting, officially recognizes and expresses its gratitude to Karen Coffey for her dedicated service to the Town, and

BE IT FURTHER RESOLVED that this resolution be placed in the official records of the Town and a copy be given to Karen Coffey.

The sixth resolution was presented to Jack O'Brien, who was not present, by Board of Selectman Chair, Michael Walsh:

WHEREAS, John J. O'Brien, Jr. was elected and served for three consecutive terms on the Westwood School Committee from 2007 through 2016, and was elected Chairman in 2012-2013, and

WHEREAS, in his nine years of dedicated service, he was an unwavering advocate for Westwood students and their families, always striving to make the public schools the best they could be, and

WHEREAS, he continually advocated for fiscal responsibility and exercised sound judgment in all matters put before the School Committee, and

WHEREAS, he always exhibited a high degree of professionalism and preparation, and made thoughtful decisions that were in the best interest of the schools and the residents of Westwood, and,

WHEREAS, he always demonstrated compassion and concern for all members of the community,

WHEREAS, in his role as steward of the Westwood Public Schools, he oversaw the improvement of our school facilities, including the addition to the Thurston Middle School in 2009, and

WHEREAS, in the nine years he served on the Committee, the Westwood Public Schools received many accolades, including the naming of Westwood High School as a 2012 National Blue Ribbon School of Excellence.

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BE IT THEREFORE RESOLVED that the Town of Westwood, by those present at the 2016 Annual Town Meeting, officially recognizes and expresses its gratitude to John J. O'Brien, Jr. for his dedicated service to the Town, and

BE IT FURTHER RESOLVED that this resolution be placed in the official records of the Town and a copy be given to John J. O'Brien, Jr.

Chairman of the Board of Selectmen, Michael M. Walsh then presented former Westwood selectman, Philip Shapiro with the John J. Cronin Public Service Award as follows:

~Each year, the John J. Cronin Public Service Award committee awards this high honor to an individual who has served the Town of Westwood. John J. Cronin, Town Treasurer, for many years selflessly gave of his time and expertise for the betterment of the community, both as an elected official and in numerous volunteer activities. To recognize this same spirit of community involvement as illustrated by John Cronin's life, it is with great pleasure we announce that Philip Shapiro was chosen as the thirteenth recipient of the John J. Cronin Public Service Award.

Each year, the John J. Cronin Public Service Award committee awards this high honor to an individual who has served the Town of Westwood. John J. Cronin, Town Treasurer, for many years selflessly gave of his time and expertise for the betterment of the community, both as an elected official and in numerous volunteer activities. To recognize this same spirit of community involvement as illustrated by John Cronin's life, it is with great pleasure we announce that Philip N. Shapiro was chosen as the fourteenth recipient of the John J. Cronin Public Service Award.

Philip Shapiro first served the public sector serving as the Budget Director and Director of Investor Relations at Bank of New England Corp., Executive Director of the MBTA Advisory Board, Deputy Director of the Massachusetts Energy Facilities Siting Council, and Special Assistant to the former Governor of Maine, James Longley. In 1984, he led the financing of the \$4 billion Boston Harbor Clean-up from 1984 to 1993. He was hired by former Governor Michael Dukakis to establish the Massachusetts Water Resources Authority (MWRA) as Acting Executive Director and continued to serve as Chief Financial Officer. In that role, he was responsible for financial, procurement, and real estate planning functions.

Phil served as the Managing Director in Public Finance at Standard and Poor's Rating from 1993 to 2005. In that role, he was responsible for the investor relations activities, chaired the rating committee for several New England states and the Commonwealth of Puerto Rico and worked on both general obligation and revenue bond credits. Phil also oversaw the office in New York, Dallas, San Francisco and Chicago.

From 2005 to 2014, Phil was hired as the Vice President of Finance and Chief Financial Officer of Babson College where he took a \$35 million loss and turned it into a \$45 million operating gains and established five year financial plans which were transparent to the college community including faculty, trustees, alumni, students and staff.

In 2010, Phil joined the Independent System Operator (ISO) New England, an independent, not-for-profit corporation responsible for keeping electricity flowing across the six New England states and ensuring that the region has reliable, competitively priced wholesale electricity today and into the future. Phil was named Chair in 2014 where ISO New England launched first annual 10-year forecast of regional solar photovoltaic (PV) resources to better understand impact of increased amounts of distributed generation on grid operations and future grid planning.

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Prior to Phil being elected to the Board of Selectmen, he was an active member of the community serving on many committees in Town including the Charter Study Committee, Finance Commission, Business Development Task Force, Organization for the Preservation of the Environmental and Nature (OPEN) and the Westwood Land Trust.

In 2002, Phil was elected to the Board of Assessors where he served until 2008. Phil brought to the Assessor's office a wealth of information and experience both from his position with the MWRA and his time on the Finance Commission as well as other town boards he served on.

Phil was elected to the Board of Selectmen in 2008 where he served as Chairman in 2010 and 2013. During that time, Phil selflessly gave him time and dedication to the Westwood Community including, but not limited to, establishing the Other-Post-Employment-Benefit Task Force which was responsible for reviewing and considering the Town's current and future unfunded liability related to the post-employment benefits provided to its employees. Phil was involved with constantly balancing the operating and capital budget and contributed to the financial management of the Town which resulted in Westwood receiving and maintaining a AAA bond rating from the Town's credit agency which is the highest rating given to cities and towns. Phil also oversaw the funding of the new Westwood Public Library and participated in the negotiations of the Reimbursement Agreement and Development Agreement for University Station Project.

While serving as Selectmen, Phil was appointed to and oversaw many committees in Town as the Selectmen liaison including the OPEB Liability Task Force, Long Range Financial Planning Committee, Economic Development Advisory Board, Housing Partnership Fair Housing Committee, and John Cronin Public Service Award Committee.

Phil has over 35 years of public and private sector financial and management experience and has been a member of the National Association of College and University Business Officers (NACUBO), is a member of the Government Finance Officers Association, the Boston Economic Club, the National Federation of Municipal Analysts, the MA Debt Affordability Commission, is currently the Vice Chairman of the Massachusetts Educational Finance Authority, was Vice President of the Boston Municipal Analyst Forum, member of the Advisory Board CFO Alliance-Boston, on the Board of Directors of BID Hospital/Needham and a member of the Breakfast Club. He is a former adjunct lecturer in Public Policy at the John F. Kennedy School of Government at Harvard University, and taught the course 'Water in America' at Babson College. In 2010, Phil was named non-profit 'CFO of the Year' by the Boston Business Journal.

Along with all of Phil's private and public sector work, he made time to be a Youth Softball and Youth Soccer Coach when his daughters were playing.

On behalf of the John J. Cronin Public Service Award Committee, it is with great pleasure that we present this prestigious award to Philip N. Shapiro and we add his name to the plaque displayed in Town Hall listing all previously honored individuals.

Following the reading and presentations of the six Resolutions and the John J. Cronin award, Moderator Alice Moore declared the presence of a quorum with three hundred and seventy six ~376~ registered voters in attendance calling the meeting to order at 7:36 p.m. The first order of business was the reading of the Town Meeting Warrant which was duly posted by Westwood Constable, Sgt. Paul Sicard on April 13, 2016. The Moderator determined that the Constable had filed a return of service and the warrant was read, after which all stood for the pledge of Allegiance to the Flag led by Boy Scout Troop 3 members, Matthew Montalto, Robert Maughn, Cameron Valentine & Andrew Ventura. The Town then voted

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unanimously on the Selectmen's move to dispense the reading of the articles and full warrant, and to complete business by 10:45 p.m.

The Moderator explained Town Meeting procedures and then made a motion for the Town to consider the thirty one-30~ articles before them which were all moved and seconded.

Michael Walsh, chairman of Board of Selectmen made a brief statement regarding the Board of Selectmen sponsored articles.

Finance Director, Pamela Dukeman gave a PowerPoint presentation of all financial articles.

ARTICLE 1

The Finance and Warrant Commission recommended and the Town voted unanimously in favor declared by the Moderator to appropriate by transfer from available funds the sum of Two Hundred Twenty-Five Thousand Dollars (\$225,000) to supplement the following fiscal year 2016 appropriations:

Transfer			
From Account	Amount	To Account	Amount
Reserve Account	\$225,000	Snow and Ice	\$225,000
Total	\$225,000	Total	\$225,000

ARTICLE 2

The Finance and Warrant Commission recommended and the Town voted unanimously in favor declared by the Moderator to appropriate by transfer from available funds the sum of Four Hundred Twenty-One Thousand Dollars (\$421,000) to supplement the following fiscal year 2016 appropriations:

Transfer			
From Account	Amount	To Account	Amount
Ambulance Receipts	\$108,000	Ambulance Services/Equipment	\$108,000
Conservation Receipts	\$20,000	Conservation Expenses	\$20,000
Free Cash	\$293,000	School Capital Furniture, Fixtures, Equipment	\$152,000
		McKinney-Vento School Transportation Costs	\$41,000
		School SPED Out of District	\$100,000
Total	\$421,000	Total	\$421,000

ARTICLE 3

There being no unpaid bills of the previous year, no action was taken on this article.

ARTICLE 4

The Finance and Warrant Commission recommended and the Town voted unanimously in favor declared by the Moderator to raise and appropriate and/or transfer from available funds and/or borrow for the operation of the municipal departments and public school system for the fiscal year July 1, 2016, through June 30, 2017, as set forth in Appendix D of the Finance and Warrant Commission's Report to the 2016 Annual Town Meeting.

Appendix A - The classification and compensation plan for Town employees, as presented by the Personnel Board. This is printed for information only.

Appendix B - The classification and compensation plan for School employees, as voted by the School Committee. This is printed for information only.

Appendix C - The classification and compensation plan for elected officials as recommended by the Finance and Warrant Commission. The Moderator will call for a vote on each of these positions.

Appendix D - As noted, the operating budget for all Town departments as recommended by the Finance and Warrant Commission.

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Appendix D Proposed FY2017 Departmental Salary/Expense Budget						
Descriptions	Expended FY2016	Current FY2016 Budget	Proposed FY2017 Budget	\$ Change FY17 vs FY16	% Change FY17 vs FY16	Funding Source
1. Selection Department						
1. Salaries	483,382	554,318	549,914	-4,406	-1.3%	Taxation
2. Expenses	47,738	20,558	51,900	31,342	2.0%	Taxation
	531,021	604,868	612,424	7,556	1.3%	
3. Review and Welfare Committee						
3. Salaries	65,345	14,679	15,348	669	3.9%	Taxation
4. Expenses	24,042	21,959	23,213	1,253	5.8%	Taxation
	89,387	36,638	47,461	10,823	29.6%	
5. Accounting Department						
5. Salaries	208,434	232,156	241,634	9,478	4.1%	Taxation
6. Expenses	4,748	3,300	3,396	96	2.9%	Taxation
	213,182	235,456	245,030	9,574	4.1%	
7. Adult - School & Municipal Operations						
7. Expenses	49,938	57,750	57,750	0	0.0%	Taxation
8. Assessment Department						
8. Salaries	268,176	262,924	264,434	1,510	1.7%	Taxation
9. Expenses	12,742	17,600	17,600	0	0.0%	Taxation
	280,918	280,524	282,034	1,510	1.6%	
10. Treasurer's Department						
10. Salaries	88,188	96,139	100,619	4,480	4.7%	Taxation
11. Expenses	18,412	12,750	12,850	100	0.8%	Taxation
	106,600	108,889	113,469	4,580	4.2%	
12. Collector's Department						
12. Salaries	114,484	116,386	118,382	1,996	1.7%	Taxation
13. Expenses	24,277	24,812	24,712	(100)	-0.4%	\$31,500 Ambulance/Taxation
	138,761	141,198	143,094	1,896	1.3%	
14. Legal Department						
14. Salaries	94,782	96,404	97,806	1,402	1.5%	Taxation
15. Expenses	103,699	104,000	104,906	906	0.9%	Taxation
	198,481	200,404	202,712	2,308	1.2%	
16. Human Resources						
16. Salaries	197,761	204,366	211,360	6,994	3.4%	Taxation
17. Expenses	3,808	3,900	3,900	0	0.0%	Taxation
	201,569	213,266	215,260	1,994	1.0%	
18. Information Systems Department						
18. Salaries	243,757	276,917	263,338	(13,579)	-4.9%	Taxation
19. Expenses	61,331	67,750	69,509	1,759	2.6%	Taxation
	305,088	344,667	332,847	(11,820)	-3.4%	

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Appendix B Proposed FY2017 Departmental Salary/Expense Budgets						
Description	Expended FY2016	Current FY2016 Budget	Proposed FY2017 Budget	\$ Change FY17 vs FY16	% Change FY17 vs FY16	Funding Source
Town Clerk Department						
Salaries	148,170	153,400	175,728	4,328	2.8%	Taxation
Expenses	11,891	11,700	48,308	17,608	17.6%	Taxation
	<u>160,061</u>	<u>165,100</u>	<u>224,036</u>	<u>18,933</u>	<u>8.1%</u>	
Conservation Commission						\$17,000 Cash Receipts/Taxation
Salary	47,063	46,917	47,934	18,507	38.9%	Taxation
Expenses	3,684	3,680	1,600	0	0.0%	
	<u>50,647</u>	<u>50,597</u>	<u>49,334</u>	<u>18,507</u>	<u>36.9%</u>	
Housing Board						
Salaries	74,137	130,610	134,687	4,077	3.1%	Taxation
Expenses	2,819	3,100	3,100	0	0.0%	Taxation
	<u>76,956</u>	<u>133,710</u>	<u>137,787</u>	<u>4,077</u>	<u>3.1%</u>	
Zoning Board of Appeals						Combine with Housing
Salaries	37,414	39,483	43,649	19,166	65.8%	Taxation
Expenses	485	1,867	2,880	933	39.8%	Taxation
	<u>37,899</u>	<u>41,350</u>	<u>46,529</u>	<u>19,399</u>	<u>64.1%</u>	
MA Housing Partnership/Housing Authority						Combine with Zoning
Salary	34,080	25,726	8,944	(16,782)	-65.7%	Taxation
Expenses	786	3,700	3,300	0	0.0%	Taxation
	<u>34,866</u>	<u>29,426</u>	<u>12,244</u>	<u>(14,782)</u>	<u>-58.0%</u>	
Community & Townsmeet Development						
Salaries	101,314	111,321	158,954	47,633	42.8%	Taxation
Expenses	3,977	3,700	3,670	(80)	-1.4%	Taxation
	<u>105,291</u>	<u>115,021</u>	<u>162,624</u>	<u>47,553</u>	<u>41.3%</u>	
Outside Professional Services						
Expenses	39,798	41,000	41,000	0	0.0%	Taxation
Communications Systems						
Expenses	144,600	145,000	149,750	4,750	3.3%	Taxation
Training/Professional Development						
Expenses	14,843	15,000	15,000	0	0.0%	Taxation
Total General Government	3,764,977	3,979,113	3,747,623	(228,508)	-4.3%	

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Appendix D
Proposed FY2017 Departmental Salary/Expense Budgets

Description	Expended FY2015	Current FY2016 Budget	Proposed FY2017 Budget	\$ Change FY17 vs FY16	% Change FY17 vs FY16	Funding Source
Police Department						
35. Salaries	3,167,285	3,354,444	3,475,868	121,424	3.6%	Taxation
36. Expenses	221,226	363,839	375,550	11,711	3.2%	Taxation
	3,388,511	3,718,283	3,851,418	133,135	3.6%	
Auxiliary Police/Civil Defense						
37. Expenses	290	3,600	3,600	0	0.0%	Taxation
	290	3,600	3,600	0	0.0%	
Animal Control						
38. Salaries	56,119	52,796	55,064	2,268	4.3%	Taxation
39. Expenses	4,941	9,600	9,600	0	0.0%	Taxation
	61,060	62,400	64,664	2,264	3.6%	
Fire Department						
40. Salaries	3,105,633	3,617,800	3,675,847	58,047	1.6%	\$304,000 Aux. Receipts/Taxation
41. Expenses	213,023	217,723	349,893	132,170	60.7%	\$40,000 Aux. Receipts/Taxation
	3,318,656	3,835,523	4,025,740	190,217	4.9%	
Building Inspection Department						
42. Salaries	261,388	308,378	317,803	9,425	3.1%	Taxation
43. Expenses	18,362	35,973	39,973	3,999	11.1%	Taxation
	279,750	344,351	357,776	13,425	3.9%	
Total Public Safety	7,063,873	7,843,727	8,103,018	259,291	3.3%	
Department of Public Works						
44. Salaries	1,719,285	1,526,615	1,575,715	49,100	3.2%	Taxation
45. Expenses	467,433	478,690	498,690	20,000	4.2%	Taxation
	2,186,718	2,005,305	2,074,405	69,100	3.4%	
Building Maintenance						
46. Salaries	117,476	117,476	121,843	4,367	3.7%	Taxation
47. Expenses	689,681	776,890	823,730	46,840	6.0%	Taxation
	807,157	894,366	945,573	51,207	5.7%	
Municipal & School						
48. Plant Maintenance	119,997	130,000	135,000	5,000	3.8%	Taxation
49. Snow & Ice	798,626	250,000	250,000	0	0.0%	Taxation
50. Street Lighting/ Traffic Light System	136,741	140,000	135,000	(5,000)	-3.6%	Taxation
Waste Collection/Disposal						
51. Expenses	1,348,560	1,240,000	1,345,000	105,000	8.5%	Taxation
Total Public Works	5,188,721	4,613,691	4,776,848	163,157	3.5%	

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Appendix B
Proposed FY2017 Departmental Salary/Expense Budgets

Description	Expend FY2015	Current FY2016 Budget	Proposed FY2017 Budget	\$ Change FY17 vs FY16	% Change FY17 vs FY16	Funding Source
Health Department						
32. Salaries	232,443	261,925	266,739	4,803	1.8%	Tuition
33. Expenses	7,539	9,650	11,150	1,500	15.3%	Tuition
	239,984	271,575	277,889	6,303	2.3%	
34. Outside Health Agencies	12,436	13,416	13,416	0	0.0%	Tuition
35. Disability Compensation Expenses		500	500	0	0.0%	Tuition
Council On Aging						
36. Salaries	243,437	278,199	290,209	11,819	4.2%	Tuition
37. Expenses	36,713	37,183	39,429	2,245	6.0%	Tuition
	280,150	315,382	329,638	14,256	4.5%	
Youth and Family Services Commission						
38. Salaries	212,244	228,779	239,497	10,718	4.7%	Tuition
39. Expenses	13,756	15,080	15,080	0	0.0%	Tuition
	226,000	243,859	254,577	10,718	4.4%	
Veterans Services Department						
40. Salaries	38,916	50,063	52,125	2,112	4.2%	Tuition
41. Expenses	40,613	72,229	72,229	0	0.0%	Tuition
	79,529	122,292	124,354	2,112	1.7%	
Total Human Services	857,671	956,988	998,237	41,249	3.3%	
Public Library						
42. Salaries	920,423	930,599	946,333	15,733	1.6%	Tuition
43. Expenses	236,563	277,839	289,137	11,297	4.1%	Tuition
44. Lost Books	1,467	3,480	3,480	0	0.0%	Tuition
	1,148,453	1,211,918	1,238,950	26,932	2.2%	
Recreation Department						\$180,000 Recreation Funds/Tuition
45. Salaries	275,446	285,314	291,576	6,262	2.2%	Tuition
46. Expenses	15,719	17,794	17,794	0	0.0%	Tuition
	291,165	303,108	309,370	6,262	2.1%	
Memorial/Veterans Day						
47. Expenses	7,929	12,820	13,830	1,010	7.9%	Tuition
Total Culture and Recreation	1,415,996	1,488,988	1,543,998	54,910	3.7%	
Other						
48. Operating Equipment/Projects and Hardware/Software Maintenance	333,763	270,824	314,524	43,699	16.1%	Tuition
Total Other	333,763	270,824	314,524	43,699	16.1%	
Total Municipal Budget	17,545,183	18,143,541	18,835,888	692,347	3.8%	

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Appendix D Proposed FY2017 Departmental Salary/Expense Budgets						
Description	Expended FY2015	Current FY2016 Budget	Proposed FY2017 Budget	\$ Change FY17 vs FY16	% Change FY17 vs FY16	Funding Source
Westwood Public Schools						
Salaries		22,261,427	25,101,736	1,844,209	3.8%	Taxation
Expenses		6,679,299	6,621,317	(57,982)	-0.1%	Taxation
School salaries & exps	37,838,652	38,941,126	41,878,053	1,938,917	4.3%	
Blue Hills Regional School	105,640	158,421	174,732	(13,699)	-21.3%	Taxation
Contracting Guards						
Salaries	96,279	182,743	181,454	713	0.7%	Taxation
Expenses	1,799	3,980	3,980	0	0.0%	Taxation
Total	98,083	186,743	186,934	713	0.7%	
Total School Budgets	38,843,149	40,155,888	42,065,239	1,905,931	4.3%	

School Department: University Station Direct Related Services					
University Station Bus		54,800	64,800		
Expenses - University Station Students		150,000	150,000		
73. Total University Station Related			214,800		Taxation

Fixed Costs Budgets - School and Municipal						
School Employee Benefits/Costs						
Retirement Assessments	965,043	1,073,738	1,201,488	128,750	11.0%	Taxation
Workers Compensation	166,229	301,180	241,536	40,350	10.0%	Taxation
Unemployment Compensation	42,971	96,175	92,155	0	0.0%	Taxation
Health Insurance	3,863,458	3,837,143	4,134,143	277,000	7.2%	Taxation
Life Insurance	4,613	10,000	10,000	0	0.0%	Taxation
Payroll service	24,116	19,009	23,000	18,000	32.6%	Taxation
Medicare Part B	129,415	144,000	151,700	7,300	5.0%	Taxation
Social Security Tax	8,079	16,000	16,000	0	0.0%	Taxation
Medicare Payroll Tax	463,573	524,726	577,197	52,471	10.0%	Taxation
School Employee Benefits/Costs	5,668,525	5,937,882	6,453,739	515,087	8.7%	

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Appendix D Proposed FY2017 Departmental Salary/Expense Budgets						
Description	Expended FY2015	Current FY2016 Budget	Proposed FY2017 Budget	\$ Change FY17 vs FY16	% Change FY17 vs FY16	Funding Source
Municipal Employee Benefits/Costs						
Retirement Assessment	3,328,111	2,311,019	2,812,341	501,322	12.8%	Taxation
Non-Cash Position	33,907	0	0	0		Taxation
Worker's Compensation	79,457	94,799	113,748	18,958	20.8%	Taxation
Unemployment Compensation	9,214	13,849	13,660	0	0.0%	Taxation
Health Insurance	1,571,549	1,270,987	1,364,967	93,979	7.4%	Taxation
Life Insurance	3,040	6,000	6,000	0	0.0%	Taxation
Pro-Rata Payroll	65,080	98,500	98,500	0	0.0%	Taxation
Public Safety Medical/FI/IF Ins	55,625	83,500	83,600	0	0.0%	Taxation
Medicare Part B	57,363	58,419	61,330	2,910	5.0%	Taxation
Social Security Tax	2,668	10,300	10,000	0	0.0%	Taxation
Medicare Payroll Tax	188,591	206,545	226,980	20,434	10.0%	Taxation
Municipal Employee Benefits/Costs	4,275,523	4,255,512	4,790,834	437,604	10.5%	
Total Benefits/Costs	5,937,046	10,390,104	11,243,565	\$53,461	5.3%	
Insurance/Reserve						
Comprehensive & Liability Ins						
School & Municipal Expense	401,257	422,000	454,000	43,000	10.0%	Taxation
Other/Energy Reserve Fund*	123,283	223,000	225,000	0	0.0%	Taxation
Special Town Adj/Charter Review	17,784	25,000	25,000	0	0.0%	Taxation
Reserve Fund	300,000	400,000	400,000	0	0.0%	Taxation
Total Ins/Reserve	732,324	1,070,000	1,114,000	43,000	3.9%	
Total Plant Costs Budget	10,674,370	11,345,104	12,357,565	995,661	8.8%	
Reserve Accounts -Actual expenditures are shown in the budgets in which transfers were made. * This reserve budget may be transferred to budgets open vote by the Board of Selectmen.						
Debt Service Budget						
Municipal Related Debt Service	1,045,925	1,836,000	2,476,647	623,709	33.7%	\$110,200 Currency Funds/\$16,755 Bond Premium/ \$450,000 Free Cash (from FY15/FY16 Debt Budget decrease) Taxation
School Related Debt Service	3,151,574	3,043,500	3,046,830	(5,730)	-3.2%	\$1,401,376 with bid rebate/\$15,730 Bond Premium/ Taxation
Total Debt Budget	4,197,499	4,879,499	5,611,477	\$24,979	0.5%	
FY17 Debt Change New Exempt \$616,180 Savings (\$161,200) Total \$556,980						

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Appendix D Proposed FY2017 Departmental Salary/Expense Budgets						
Description	Expended FY2015	Current FY2016 Budget	Proposed FY2017 Budget	\$ Change FY17 vs FY16	% Change FY17 vs FY16	Funding Source
Sewer Enterprise						
Salaries	335,707	405,044	468,363	63,319	15.6%	Sewer Enterprise Funds
Expenses	147,240	133,009	143,500	10,500	7.9%	Sewer Enterprise Funds
Pumping Stations	121,146	147,500	168,280	20,780	14.1%	Sewer Enterprise Funds
MWWRA Assessment	3,478,073	2,473,000	2,524,300	51,300	2.0%	Sewer Enterprise Funds
Mandated Inspections	16,518	130,000	120,000	0	0.0%	Sewer Enterprise Funds
Sewer Debt & Int	385,500	377,431	374,890	(2,541)	-0.7%	Sewer Enterprise Funds
System Eval/Repairs	12,000	25,000	25,000	0	0.0%	Sewer Enterprise Funds
Total Sewer Enterprise	3,438,244	3,683,575	3,834,533	151,518	3.8%	Note: Sewer revenue will be operating budget + \$295,978 for indirect costs - state \$4,115,511
Total Operating Budget	76,483,216	78,358,916	83,715,914	5,356,998	5.1%	

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Appendix E - The School Department Budget Summary

ARTICLE 5

The Finance and Warrant Commission recommended and the Town voted by a majority vote in favor declared by the Moderator to raise and appropriate and/or transfer from available funds the sum of Eight Hundred Fifty Thousand One Hundred Dollars (\$850,100) for the purchase, lease or lease/purchase of the following capital equipment and improvements:

Equipment/Project	Requesting Department	Cost	Funding Source
Van	Council on Aging	\$80,000	Free Cash
End User Technology-All Departments	Information Technology	\$60,000	Free Cash
Fire Equipment-SCBA Upgrade & Replacement/Other Fire Equipment	Fire	\$45,000	Free Cash
Ladder Truck – Lease Payment – 4 th of 5	Fire	\$151,050	\$83,100 Taxation/\$67,950
Vehicle	Board of Health	\$35,000	Free Cash
Replacement of Police Vehicles	Police	\$154,050	Free Cash
Three Yard Front End Loader (L1)	DPW	\$200,000	Free Cash
One Ton Dump Truck w/Plow (Truck 15)	DPW	\$65,000	Free Cash
Municipal Facility Maintenance	DPW	\$40,000	Free Cash
Library Branch Boiler Replacement	Library	\$20,000	Free Cash
Total		\$850,100	

each listed capital equipment or project must be authorized by majority vote of the Board of Selectmen prior to any purchase and/or implementation of project and/or expenditure of funds; and to direct the Board of Selectmen to trade as part of the purchase price or to sell or dispose of any equipment no longer necessary, and to authorize the Board of Selectmen to apply for and accept any State or Federal grant or assistance, or both, that may be available for any of the above purchases.

ARTICLE 6

The Finance and Warrant Commission recommended and the Town voted by a Majority vote in favor declared by the Moderator to raise and appropriate and/or transfer from available funds the sum of Eight Hundred Eighty-Five Thousand Fifty Dollars (\$885,050) for the purchase, lease or lease/purchase of the following capital equipment and improvements:

Equipment/Project	Requesting Department	Cost	Funding Source
Technology	School	\$225,000	Free Cash
HVAC	School	\$96,000	Free Cash
Roofing	School	\$100,000	Free Cash
Repair & Maintenance	School	\$275,000	Free Cash
Copiers	School	\$60,000	Free Cash
Furniture, Fixtures, Equipment	School	\$129,050	Free Cash
Total		\$885,050	

each listed capital equipment or project must be authorized by majority vote of the Board of Selectmen prior to any purchase and/or implementation of project and/or expenditure of funds; and to direct the Board of Selectmen to trade as part of the purchase price or to sell or dispose of any equipment no longer necessary, and to authorize the Board of Selectmen to apply for and accept any State or Federal grant or assistance, or both, that may be available for any of the above purchases.

ARTICLE 7

The Finance and Warrant Commission recommended and the Town voted by a 2/3 vote in favor declared by the Moderator to raise and appropriate and/or transfer from available funds the sum of One Hundred Thirty-Five Thousand Dollars (\$135,000) for the purchase, lease or lease/purchase of the following capital equipment, projects, and/or improvements:

<u>Equipment/Project</u>	<u>Requesting Department</u>	<u>Cost</u>	<u>Funding Source</u>
Sewer Service Truck	Sewer	\$70,000	Sewer Retained Earnings
Sewer Truck	Sewer	\$35,000	Sewer Retained Earnings
Stormwater Compliance	Sewer	\$30,000	Sewer Retained Earnings
Total		\$135,000	

each listed capital equipment or project must be authorized by majority vote of the Board of Selectmen prior to any purchase and/or implementation of project and/or expenditure of funds; and to direct the Board of Selectmen to trade as part of the purchase price or to sell or dispose of any equipment no longer necessary, and to authorize the Board of Selectmen to apply for and accept any State or Federal grant or assistance, or both, that may be available for any of the above purchases.

ARTICLE 8

The Finance and Warrant Commission recommended and the Town voted by a 2/3 vote in favor declared by the Moderator to appropriate Six Hundred and Sixty Six Thousand Dollars (\$666,000) to pay costs of engineering and construction services related to the development of plans and specifications for the reduction of infiltration and inflow into the Town's wastewater collection system, and for the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Sections 7 and 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. The amount authorized to be borrowed by this vote shall be reduced to the extent of any grants received by the Town on account of this project.

This project will be part of the MWRA grant program. Of the \$666,000, \$432,000 will be funded from the MWRA grant program and \$234,000 will be funded from the MWRA 5-year interest free loan.

ARTICLE 9

The Finance and Warrant Commission recommended and the Town voted by a 2/3 vote in favor declared by the Moderator to raise and appropriate and/or transfer from available funds the sum of Seven Hundred Fifty Thousand Dollars (\$750,000) for the purchase, lease or lease/purchase of the following capital equipment, projects, and/or improvements:

<u>Equipment/Project</u>	<u>Requesting Department</u>	<u>Cost</u>	<u>Funding Source</u>
High School Turf Field and Track	DPW/School	\$650,000	Capital Stabilization Fund
Replace Fire Engines (2) – Lease Purchase	Fire	\$100,000	Ambulance Funds
Total Cost \$1,160,000			

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(FY17 amount is down payment only)

Total	\$750,000
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each listed capital equipment or project must be authorized by majority vote of the Board of Selectmen prior to any purchase and/or implementation of project and/or expenditure of funds; and to direct the Board of Selectmen to trade as part of the purchase price or to sell or dispose of any equipment no longer necessary, and to authorize the Board of Selectmen to apply for and accept any State or Federal grant or assistance, or both, that may be available for any of the above purchases.

ARTICLE 10

The Finance and Warrant Commission recommended and the Town voted by a 2/3 vote in favor declared by the Moderator to raise and appropriate and/or transfer from available funds the sum of One Hundred Thousand Dollars (\$100,000) for the Stabilization Fund established in accordance with General Laws Chapter 40, Section 5B.

Purpose	Amount	Funding Source
Stabilization Fund	\$100,000	Free Cash

ARTICLE 11

The Finance and Warrant Commission recommended and the Town voted by a majority vote in favor declared by the Moderator to raise and appropriate and/or transfer from available funds the sum of One Million Three Hundred Fifty Thousand Dollars (\$1,350,000) to the OPEB Liability Trust Fund established in accordance with General Laws Chapter 32B, Section 20.

Purpose	Amount	Funding Source
OPEB Liability Trust Fund	\$1,350,000	Taxation

ARTICLE 12

The Finance and Warrant Commission recommended and the Town voted by a majority vote in favor declared by the Moderator to appropriate from Free Cash the sum of Five Hundred Thousand Dollars (\$500,000) to reduce the tax levy in fiscal year 2017.

ARTICLE 13

The Finance and Warrant Commission recommended and the Town voted by a majority vote in favor declared by the Moderator to authorize the Board of Selectmen to petition the General Court in compliance with Clause (1), Section 8 of Article LXXXIX if the Amendments of the Constitution, to enact special legislation to allow the contribution of Town funds to the Aid to the Elderly and Infirmed account established by the community in accordance with Chapter 60, Section 3D, M.G.L. to assist qualified elderly and disabled residents with their annual property tax bills:

An act relative to assessment of local property taxes in the town of Westwood.

SECTION 1. Notwithstanding any general or special law to the contrary, the town of Westwood may appropriate funds to the aid to the elderly and disabled taxation fund, established pursuant to section 3D of chapter 60 of the General Laws.

SECTION 2. After appropriation, the funds may be distributed by the aid to the elderly and disabled taxation fund to residents who over the age of 60 or who are disabled, pursuant to said section 3D of said chapter 60. The funds may be distributed to residents who are unable to provide volunteer services to the town pursuant to section 5K of chapter 59 of the General Laws.

SECTION 3. This act shall take effect upon its passage.

ARTICLE 14

The Finance and Warrant Commission recommended and the Town voted by a majority vote in favor declared by the Moderator to increase the local room occupancy excise rate under G.L. c.64G, §3A from four percent (4%) to six percent (6%); further, that all collections of this revenue be reserved for appropriation in an account for future transfer by Town Meeting vote.

ARTICLE 15

The Finance and Warrant Commission recommended and the Town voted by a 2/3 vote in favor declared by the Moderator to appropriate \$13,205,000 to pay costs of designing, constructing, originally equipping and furnishing the proposed Police Headquarters, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 7(3) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

ARTICLE 16

The Finance and Warrant Commission recommended and the Town voted by a 2/3 vote in favor declared by the Moderator to accept as Town Ways the streets listed below as laid out by the Selectmen or by MassDOT on a plan and taking documentation.

Blue Hill Drive – from Lea Road to Whitewood Road

ARTICLE 17

The Finance and Warrant Commission recommended and the Town voted by a 2/3 vote in favor declared by the Moderator to authorize the Board of Selectmen to apply for and accept state funds to be received as reimbursement for road improvements and deposit said funds into the Town's Road Improvement Account to be used as reimbursement for expenditures made or to continue the Town's road improvement program of crack sealing, secondary resurfacing and major reconstruction; to authorize the Board of Selectmen to enter into contracts for expenditure of any funds allocated or to be allocated by the Commonwealth for the improvement of Chapter 90 and other roads within the Town of Westwood; and to authorize the Board of Selectmen to make any necessary takings of land and/or easements to accomplish said road improvement program.

ARTICLE 18

The Finance and Warrant Commission recommended and the Town voted by a 2/3 vote in favor declared by the Moderator to raise and appropriate, borrow and/or transfer from available funds a sum of money to pay for the design of sidewalks along sections of Gay Street, High Street and others to be submitted to the Complete Streets Program for approval and Notice to Proceed, to authorize the Board of Selectmen to enter into contracts for expenditure of any funds allocated or to be allocated by the Commonwealth for the sidewalk improvements; and to authorize the Board of Selectmen to make any necessary minor takings of land and/or easements to accomplish said sidewalk improvements; and to meet said appropriation, appropriate the sum of Ninety Thousand Dollars (\$90,000) from Free Cash.

ARTICLE 19

The Finance and Warrant Commission recommended and the Town voted by a 2/3 vote in favor declared by the Moderator to amend the Code of the Town of Westwood, by adding a new section entitled "Unattended Donation Container (UDC)", and by renumbering subsequent sections as appropriate in order that it be in compliance with the numbering format of the Code of Westwood, with such new section to read as follows:

Unattended Donation Container

Authority and Interpretation. This Bylaw is hereby declared to be remedial and protective, and is to be so construed and interpreted as to secure the beneficial interests and purposes defined in this Section of the Bylaw.

Purpose: The purpose of this Bylaw is to regulate and restrict the placement of Unattended Donation Containers (UDCs) in order to:

1. Protect and enhance the visual environment of the Town for purposes of safety, convenience and welfare of the residents;
2. Provide an alternative to disposal of certain waste into the waste stream, to reduce tipping fees, and to protect the environment of the Town;
3. Decrease the probability of accidents caused by distraction of attention or obstruction of vision or pedestrian or vehicular traffic; and
4. Reduce visual and informational conflict and regulation of the placement of a UDC on private property.

Non-conformance of an Existing UDC. Any non-conforming UDC legally erected prior to the adoption of this provision, may be continued and maintained subject to the requirement of obtaining a UDC License and annual renewals thereof from the Board of Selectmen. Any UDC rendered non-conforming through change or termination of activities on the premises, or through failure to obtain a UDC License or annual renewal thereof, shall be removed within thirty (30) days of order by the Building Commissioner. No existing UDC shall be replaced, enlarged, moved, redesigned, or altered in any way unless it conforms to the provisions contained herein. Any UDC which has been destroyed or damaged to the extent that the cost of repair or restoration will exceed one-third (1/3) of the replacement value as of the date of destruction shall not be repaired, rebuilt, restored or altered unless in conformity of this Bylaw.

Prohibition. UDCs are prohibited from being kept on or within the layout of any street, way or sidewalk or on other public property by any person or entity other than the Town of Westwood, except in the case of a UDC placed by a lessee, contractor or assign of the Town pursuant to a written agreement signed by the Town Administrator. UDCs are prohibited from being kept on any private property without first obtaining a License from the Board of Selectmen. UDCs are prohibited in all Residential Zones.

License for UDC. The applicant shall apply for a License for a UDC with the Board of Selectmen pursuant to that Board's UDC License Regulations and the provisions of this Bylaw. The UDC application shall be in conformance with the requirements of the Board of Selectmen's UDC License Regulations.

Placement of UDC. Placement of a UDC shall conform to the setback requirements for an accessory structure as set forth in the Westwood Zoning Bylaw for the particular district in which the UDC is located. The UDC shall be placed in a location such that there shall be safe and convenient pedestrian and/or vehicular access to the UDC.

The Board of Selectmen may deny any application for a UDC when it finds that the proposed UDC does not meet the purpose of this Section or when the proposed UDC otherwise fails to comply with the requirements of this Bylaw and/or the requirements of the Board's UDC License Regulations.

Cost of Said License. License fees shall be as set forth in the Board of Selectmen's UDC License Regulations. The Board of Selectmen may waive license fees for UDC License applications and renewal applications submitted by 501(c)(3) entities and /or 501(c)(3) organizations.

Refundable Deposit. The applicant shall provide a refundable deposit, in a reasonable amount as specified in the Board of Selectmen's UDC License Regulations, which deposit shall be used by the town if necessary to cover any town costs associated with overflow of a licensed UDC or the physical removal of the UDC pursuant to the terms of this Bylaw and said regulations. Any remaining portion of this deposit, shall be returned to the applicant following verification of the removal of the UDC.

Administration and Enforcement.

1. Enforcement – The Building Commissioner is hereby charged with the enforcement of this Bylaw.
 - a. The Building Commissioner and his duly authorized agents shall, at reasonable times and upon presentation of credentials, have power to enter upon the premises on which any UDC is erected or maintained in order to inspect said UDC.
 - b. The Building Commissioner is further authorized, upon notice as herein provided, to order the repair or removal of any UDC which in his judgment is prohibited or is likely to become dangerous, unsafe or in disrepair, or which is erected or maintained contrary to this Bylaw. The Building Commissioner shall serve a written notice and order upon the owner of record of the premises where the UDC is located and any advertiser, tenant, or other person known to him having control of or a substantial interest in said UDC, directing the repair or removal of the UDC within a time not to exceed seven (7) days after giving such notice. If such notice and order is not obeyed within such period of time, the Building Commissioner and his duly authorized agents shall, at reasonable times and upon presentation of credentials, have the power to enter upon the premises on which said UDC is erected or maintained and repair or remove, or cause to be repaired or removed, said UDC. All expenses incurred by the Building Commissioner and his duly authorized agents in repairing or removing any UDC shall be assessable against any person who failed to obey said notice and order and shall be recoverable in any court of competent jurisdiction if not paid within thirty (30) days after written notice of assessment is given by the Building Commissioner at any such person.
 - c. Alternate penalties. If such UDC is not removed for non-compliance with the provision hereof or non-compliance with any license granted hereunder after seven (7) day notice from the Building Commissioner, a fine of three hundred dollars (\$300.00) per day to the person or organization placing said UDC and a three hundred dollar (\$300.00) per day to the property owner where UDC was placed may be issued and enforced in accordance with the provisions of MGL c. 40, §21D.

ARTICLE 20

The Finance and Warrant Commission recommended and the Town voted by a 2/3 vote in favor declared by the Moderator to amend the Code of the Town of Westwood, Chapter 321 [Retail Stores], by expanding this chapter to apply to both retail establishments and restaurants, so that Chapter 321 reads as follows:

Chapter 321: Retail Stores and Food Establishments

§321-1 Article 1: Retail Hours of Operation

For the purpose of controlling and abating noise and illuminations and to protect and promote the nighttime tranquility, no person shall sell at retail, including the sale of food, shall serve food or drink, shall be open for transaction of retail business, shall accept deliveries, or shall allow the removal of solid waste between the hours of 12:00 midnight and 6:00 a.m., except as expressly permitted pursuant to a one-day permit granted by the Board of Selectmen in accordance with §321-2. Notwithstanding the foregoing, any restaurant, coffee shop, ice cream parlor, or fast order food establishment may serve food or drink and may be open for the transaction of business between the hours of 5:00 a.m. and 6:00 a.m., if specifically authorized to do so pursuant to the terms of a duly issued Common Victualler's License granted by the Board of Selectmen, but may not accept deliveries or allow the removal of solid waste between the hours of 12:00 midnight and 6:00 a.m. The term "food" as used by this bylaw shall include any article or commodity, however stored or packaged, intended for human consumption. Notwithstanding the foregoing, nothing contained within this Chapter 321 shall be deemed to prohibit or limit a retail business from conducting interior activities that are accessory to the operation of the retail business, such as cleaning, stocking, food preparation and other supporting operations between the hours of 12:00 midnight and 6:00 a.m., provided that (i) truck deliveries shall not occur during the hours of 12:00 midnight to 4:00 a.m.; (ii) during the hours of 4:00 a.m. to 6:00 a.m. truck deliveries shall be made solely to sealed loading docks, with no exterior loading or unloading permitted; and (iii) waste removal shall in all events not occur between 12:00 midnight and 6:00 a.m.

§321-2 Article 2: One-day Permit for Extended Hours of Operation

The Board of Selectmen may, at the Board's sole discretion, grant a one-day permit to allow a retail store to remain open for the transaction of retail business between the hours of 12:00 midnight and 6:00 a.m. as part of a special event. The terms and conditions of said one-day permit shall be such as the Board of Selectmen determines necessary to protect public health and safety. No retail store may be granted a permit under this provision for more than 10 days in any calendar year. The Board of Selectmen may adopt, and periodically amend, regulations, rules and/or written guidance relating to the terms, conditions, definitions, enforcement, fees, procedures and administration of one-day permits.

ARTICLE 21

The Finance and Warrant Commission recommended and the Town voted by Majority vote in favor declared by the Moderator to authorize the Board of Selectmen to petition the General Court, in compliance with Clause (1), Section 8 of Article LXXXIX of the Amendments of the Constitution, to the end that legislation be adopted precisely as follows. The General Court may make clerical or editorial changes of form only to the bill, unless the Town Administrator approves amendments to the bill before enactment by the General Court. The Town Administrator is hereby authorized to approve amendments that shall be within the scope of the general public objectives of this petition.

AN ACT RELATIVE TO AUTHORIZING THE WESTWOOD BOARD OF SELECTMEN AS THE LOCAL LICENSING AUTHORITY TO GRANT A SPECIAL LICENSE PURSUANT TO CHAPTER 138, SECTION 15F FOR SALE OF WINE IN SEALED CONTAINERS, PRODUCED BY A FARMER-WINERY FOR OFF-PREMISE CONSUMPTION AS AUTHORIZED UNDER CHAPTER 138, SECTION 19B, AT AN INDOOR OR OUTDOOR AGRICULTURAL EVENT.

Be it enacted by the Senate and House of Representatives in the General Court assembled, and by authority of same, as follows:

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SECTION 1. Notwithstanding any general or special law to the contrary, the licensing authority of the Town of Westwood, pursuant to Chapter 138, Section 15F, may issue to an applicant authorized to operate a farmer-winery under Chapter 138, Section 19B or a farmer-distillery under Section 19E, a special license for the sale of products produced by or for the licensee in sealed containers for off-premise consumption at an indoor or outdoor agricultural event.

SECTION 2. This act shall take effect upon its passage.

ARTICLE 22

The Finance and Warrant Commission recommended and the Town voted by a 2/3 Standing vote (204 YES 36 NO) in favor declared by the Moderator to amend the Code of the Town of Westwood to adopt a Historic Structure Demolition Bylaw as a separate General Bylaw, and by renumbering subsequent sections as appropriate in order that it be in compliance with the numbering format of the Code of Westwood, with such new section to read as follows:

Historic Structure Demolition Bylaw

Intent and Purpose. The purpose of this Bylaw is to maintain the character of the Town of Westwood, protecting its historic and aesthetic resources built on or before December 31, 1910 by surveying, preserving, rehabilitating, researching, or restoring whenever possible, buildings or structures which constitute or reflect distinctive features of the architectural, cultural, or historic resources of the Town, thereby promoting the public welfare and preserving the cultural heritage of Westwood. The intent of this Bylaw is to encourage owners to seek alternative options to preserve historic buildings rather than complete demolition. This Bylaw authorizes the Westwood Historical Commission to advise the Building Commissioner with respect to demolition permits for historic properties regulated by this Bylaw.

Definitions. As used in this Bylaw, the following terms shall have the meanings indicated:

Applicant - Any person or entity who files an application for a demolition permit. If the applicant is not the owner of the premises upon which the building is situated, the owner must indicate on or with the application his/her assent to the filing of the application.

Application - An application for a demolition permit filed by the owner of record of the premises, or the holder of a bona fide purchase and sale agreement for such premises. The application must be signed by both the applicant and (if different) the owner of record at the time of application. An applicant may withdraw an application without prejudice at any time prior to a decision by the Commission.

Building - A structure enclosed by exterior walls or firewalls, built, erected and framed of a combination of any materials, whether portable or fixed, having a roof, to form a structure for the shelter of persons, animals or property. For the purposes of this definition, "roof" shall include an awning or any similar covering, whether or not permanent in nature.

Commission - The Westwood Historical Commission.

Commissioner - The Building Commissioner of the Town of Westwood.

Demolition - Any act of pulling down, destroying, removing or razing a building and/or structure or commencing the work of total or substantial destruction with the intent of completing the project; "substantial" herein shall mean either half the volume of the structure or half the assessed value. Demolition regulated hereunder shall NOT INCLUDE replacement of roofing materials, siding, stairs,

railings, windows, or similar features, nor shall it include demolition of non-historic additions or accessory structures.

Demolition Permit - The permit issued by the Commissioner as required by the State Building Code for the demolition or removal of a building or structure.

Historic or Architecturally Significant Structure - Any building or structure which is:

- a. Importantly associated with one or more historic persons or events, or with the architectural, cultural, political, economic, or social history of the Town of Westwood, the Commonwealth of Massachusetts, or the United States of America; or which is
- b. Historic or architecturally important by reason of period, style, method of construction, or association with a particular architect or builder, either by itself or in the context of a group of buildings or structures.

Preferably Preserved - Any historic or architecturally significant structure individually or in context which, because of the important contribution made by such structure to the Town's historic or architectural resources, is in the public interest to preserve, rehabilitate, or restore.

Premises - The parcel of land on which an historic or architecturally significant structure exists.

Structure - An assembly of materials forming a construction for occupancy or use including among others, buildings, stadiums, gospel and circus tents, reviewing stands, platforms, staging, observation towers, communication towers, flag poles, water tanks, trestles, piers, wharfs, open sheds, coal bins, shelters, fences and display signs, tanks in excess of 500 gallons used for the storage of any fluid other than water and swimming pools.

Regulated buildings and structures. The provisions of this Bylaw shall apply to only the following buildings and structures:

Buildings and structures listed on the National Register of Historic Places or the State Register of Historic Places, including contributing properties within the Colburn School Historic District and the Fisher School Historic District.

Buildings and structures which in whole or in part were constructed on or before December 31, 1910.

Procedure.

Upon receipt of an application for a demolition permit for a building or structure regulated by this Bylaw, the Commissioner shall within seven (7) days transmit a copy thereof to the Commission. No demolition permit shall be issued except in conformance with the provisions of this section.

A public hearing shall be conducted by the Commission within twenty (20) days of receipt of the application for demolition permit by the Commission, and shall be closed within ten (10) days of the opening of said hearing. Failure to open or close the hearing within these prescribed time periods shall be deemed to constitute constructive approval by the Commission, and in such case, the Commissioner shall, subject to the requirements of the State Building Code and any other applicable laws, Bylaws, rules and regulations, issue the demolition permit.

The Commissioner shall give notice of the public hearing by publishing at least five (5) days before the hearing an announcement in a local newspaper of the time, place, and purpose of the hearing. The Commissioner shall also transmit a copy of said notice to the applicant, to the owner of record (if different from the applicant), to the owners of all properties within three hundred (300) feet of the subject property, to the Westwood Historical Society, and to any others the Commissioner deems necessary to notice. In cases where it is known that additional approvals will be required for the proposed redevelopment of the premises, including zoning variances, special permits, and/or subdivision approvals, notice of the Commission's public hearing shall be provided to the authority responsible for granting said approvals.

If, following the public hearing, the Commission determines that the building or structure proposed for demolition is not an historic or architecturally significant structure, or that the proposed demolition of the building or structure would not be detrimental to the purposes protected by this Bylaw, the Commission shall notify the Commissioner within five (5) days of such determination. Upon receipt of such notification, or upon the expiration of five (5) days from the close of the hearing without such notification, the Commissioner shall, subject to the requirements of the State Building Code and any other applicable laws, Bylaws, rules and regulations, issue the demolition permit.

If, following the public hearing, the Commission determines that (1) the building or structure is an historic or architecturally significant structure and (2) the demolition of this historic or architecturally significant structure would be detrimental to the historic or architectural resources of the Town, the Commission shall declare the building or structure a preferably preserved historic or architecturally significant structure. In making such a determination, the Commission will consider any information submitted by the property owner or its representative outlining a significant hardship, financial, or otherwise, resulting from any delay that may be caused by the employment of this Bylaw. The Commission shall notify the applicant and the Commissioner within five (5) days of such determination. If the Commission determines the building or structure to be a preferably preserved building or structure, then no demolition permit shall be issued for up to six (6) months from the date of the original Application. Furthermore even if the owner or the owner's representative fails to accord the Commission with that which the Commission desires or requires for determination (such as, but not limited to, entry into the structure), if six (6) months from the date of the original Application have passed, a demolition permit shall be promptly issued by the Building Commissioner subject to the requirements of the State Building Code and any other applicable laws, Bylaws, rules and regulations.

Notwithstanding the above, prior to the expiration of the six (6) month waiting period, the Commissioner may issue a demolition permit for a preferably preserved historic or architecturally significant structure after receipt of written notice from the Commission that (a) the structure has been fully documented (At no cost to the property owner) to the satisfaction of the Commission, and that (b) all salvageable and valuable artifacts and materials have been or will be removed and preserved (At no cost to the property owner) to the satisfaction of the Commission, and that (c) any of the following applies:

The Commission is satisfied that there is no reasonable likelihood that the applicant, owner, or some other reasonable person or group is willing to purchase, preserve, rehabilitate, restore, or relocate said building structure; or

The Commission is satisfied that for up to (6) months from the date of the original Application, including periods of time prior to the date of submission of an application for demolition permit, the owner has made continuing, bona fide, and reasonable efforts

to locate a purchaser to preserve, rehabilitate, restore, or relocate said building or structure, and that such efforts have been unsuccessful; or

The Commission is satisfied that the proposed demolition may be conducted in a manner that is not detrimental to the historic or architectural resources of the Town.

A decision by the Commission expires two (2) years from the date of the decision and is transferable to a new property owner during this time period. If demolition has not occurred prior to the expiration of the Commission's decision, a new application for a demolition permit must be filed with the Commissioner, and reviewed by the Commission in accordance with the provisions of this section, prior to any subsequent demolition.

If a building or structure is determined to be a preferably preserved historic or architecturally significant structure, the owner shall be responsible for properly securing such building or structure, if vacant, to the satisfaction of the Commission. Should the owner fail to properly secure such building or structure, a subsequent destruction of such building or structure at any time during the period of the demolition delay through fire or other cause which could have been prevented by properly securing such building or structure, shall be considered a voluntary demolition in violation of this Bylaw and shall be subject to Section 1.6.2.

Commission's review and recommendation on other applications.

Upon receipt of an application for an Environmental Impact and Design Review (EIDR) Approval, a Flexible Multiple Use Overlay District (FMUOD) Special Permit, an Earth Material Movement (EMM) Special Permit, a Definitive Subdivision Approval, a Senior Residential Development (SRD) Special Permit, or an Open Space Residential Development (OSRD) Approval involving a parcel of land containing a building or structure regulated under Section 1.3, the granting authority shall transmit to the Commission a copy of the application for review and recommendation. Failure of the Commission to respond to the granting authority within thirty (30) days of its receipt of such application shall be deemed to signify its lack of opposition to the project.

Enforcement, remedies and appeals.

The Commission and the Commissioner are each authorized to institute any and all proceedings in law or in equity as they deem necessary and appropriate to obtain compliance with the requirements of this Bylaw or to prevent a violation thereof.

No building permit shall be issued with respect to any premises upon which an historic or architecturally significant structure has been voluntarily demolished in violation of this Bylaw for a period of two (2) years after the date of the start or completion of such demolition.

Appeals to Court. A person aggrieved by a decision of the Commission may appeal to a court of competent jurisdiction within twenty (20) days after the Commission's decision has been filed with the Town Clerk. Notice of such action with a copy of the complaint shall be filed with the Town Clerk within said twenty (20) days.

Pre-determination

Any property owner or their designee may submit a pre-determination request directly to the Commission, in order to determine significance of their property prior to initiating a demolition

permit application with the Building Inspector. Once a determination is made by the Commission, they shall submit their decision in writing to the Building Inspector's Department and the applicant. Such determination shall be recorded by the Building Inspector's Department with the intent of allowing any future application to proceed promptly through the demolition process in the case of a pre-determination that the structure is not significant. Such written pre-determinations shall be considered valid, barring any relevant future changes to this Bylaw regarding historic structures.

Severability

If any section, paragraph, or part of this Bylaw be for any reason declared invalid or unconstitutional by any court, every other section, paragraph, and part shall continue in full force and effect.

ARTICLE 23

The Finance and Warrant Commission recommended and the Town voted by a 2/3 in favor declared by the Moderator to approve certain amendments to the Westwood Zoning Bylaw related to Section 8.3 [Open Space Residential Development (OSRD)] to provide for age-restricted housing, amend the application procedures, and delete in its entirety Section 8.4 [Senior Residential Development (SRD)].

- 1) Delete Section 8.4 [Senior Residential Development (SRD)] in its entirety and renumber subsequent sections as appropriate.
- 2) Amend Section 8.3 to read as follows:

8.3 OPEN SPACE RESIDENTIAL DEVELOPMENT

8.3.1 Purposes. The purposes of Open Space Residential Development (OSRD) are as follows:

- | | |
|---------|--|
| 8.3.1.1 | to conserve natural, hydrological and wetlands resources, wildlife habitat, scenic corridors and views, agriculture, horticulture and forestry operations, cultural resources and other natural and man-made features of value to the community; |
| 8.3.1.2 | to lessen the amount of disturbance to soils, topography and vegetation on the site, and to provide roads and infrastructure in more efficient and less intrusive ways than with conventional subdivisions; |
| 8.3.1.3 | to provide the opportunity for more flexibility and imagination in the design of residential developments; |
| 8.3.1.4 | to assure that the 4-step Design Process (as defined in 8.3.12) guides the design of an OSRD by identifying the resources and amenities to be protected, prior to laying out buildings, roadways, and lots; |
| 8.3.1.5 | to offer greater housing choice by allowing varied mixes of housing type, compatible with community character. |
| 8.3.1.6 | to encourage senior housing development, affordable housing development, historic preservation, and greater conservation of open space. |

- 8.3.2 **Definitions.** For the purposes of this Section, the following terms are defined:
- 8.3.2.1 **Single-family Attached Dwelling Units.** Single-family Attached Dwelling Units shall mean buildings where two (2) or more individual single-family dwelling units are physically connected to like dwellings for at least a portion of one or more of their exterior walls. Single-family Attached Dwelling Units may include townhouses in traditional row or other configuration or shape; or individual single-family dwelling units meeting at a common lot line. Single-family Attached Dwelling Units shall not include any building where any dwelling unit is located above or below any other dwelling unit.
 - 8.3.2.2 **Cluster.** Cluster shall mean a distinct area or “pod” of housing within an OSRD development, separated physically and visually from other clusters of housing by open space and/or other facilities or common areas.
 - 8.3.2.3 **Tract.** Tract shall mean the boundaries and area of the original parcel of land proposed for the OSRD, prior to further division.
 - 8.3.2.4 **Age-Restricted Dwelling Units.** Age-Restricted Dwelling Units shall mean dwelling units where occupancy shall be restricted in perpetuity to households where at least one person has reached fifty-five (55) years of age.
- 8.3.3 **Eligible Districts.** An OSRD shall be permitted only within the Single Residence B (SRB), Single Residence C (SRC), and Single Residence E (SRE) districts, pursuant to the requirements of this Section.
- 8.3.4 **Minimum Tract Requirements.** The minimum tract of land for an OSRD shall consist of one parcel or two or more contiguous parcels, with a minimum area of 120,000 square feet in SRB, 200,000 square feet in SRC, and 400,000 square feet in SRE, prior to further division. The Planning Board may make a finding that two or more parcels separated by a road or other infrastructural element are effectively contiguous if such is consistent with the purposes of this Section.
- 8.3.5 **Uses Allowed As of Right.** The following uses are allowed as of right in an OSRD:
- 8.3.5.1 Detached Single-family Dwelling Units.
- 8.3.6 **Special Permit Uses.** The following uses are only allowed by OSRD Special Permit in an OSRD:
- 8.3.6.1 Single-family Attached Dwelling Units;
 - 8.3.6.2 Bonus Dwelling Units.
- 8.3.7 **Facilities and Amenities.** The following facilities and amenities are allowed in an OSRD:
- 8.3.7.1 Common open space areas for active or passive recreation, preservation of habitat and natural resources, maintenance of scenic amenities, buffering between uses, both within the site and from abutting properties, connecting greenways to abutting protected open space, lawn and landscaped areas within the site, pedestrian and bicycle trails, and similar features;

- 8.3.7.2 Recreational amenities primarily for residents of the OSRD, including but not limited to: a community center, swimming pool, beach, tennis court, or children's playground;
- 8.3.7.3 Accessory uses necessary to the operation and maintenance of the development, including but not limited to detached structures for parking, sheds for equipment and tool storage, structures housing heating/ventilating and air conditioning, pumping stations or similar facilities, and energy generating facilities allowed by this bylaw.

8.3.8 Planning Board Approvals Required.

- 8.3.8.1 **Subdivision Approval Required.** When applicable under M.G.L. c. 41, § 81K through § 81GG and the Westwood Rules and Regulations Governing the Subdivision of Land, an OSRD shall require a Definitive Subdivision Plan approval. No building permit shall be issued for any new structure within an OSRD subdivision prior to the recording of an endorsed Definitive Subdivision Plan with the Norfolk Registry of Deeds.
- 8.3.8.2 **Site Plan Approval Required.** An OSRD Project shall be subject to Environmental Impact and Design Review (EIDR) approval pursuant to Section 7.3 of this bylaw, and no building permit shall be issued for any structure within the OSRD prior to the recording of the OSRD-EIDR Approval in the office of the town clerk.
- 8.3.8.3 **Uses Requiring Special Permit.** An OSRD containing one or more structures of Single-family Attached Dwelling Units, and/or one or more Bonus Dwelling Units, shall require an OSRD Special Permit issued by the Planning Board. The OSRD Project shall be subject to EIDR approval pursuant to Section 7.3 of this Bylaw, which shall be consolidated into a mandatory site plan approval component of the OSRD Special Permit, and no separate EIDR Approval shall be required. No building permit shall be issued for any structure within the OSRD prior to the recording of the OSRD Special Permit in the office of the town clerk.

8.3.9 Density and Dimensional Requirements.

- 8.3.9.1 **Base Density from Underlying District.** The base number of dwelling units allowed in an OSRD shall be determined by the minimum lot size in the underlying district, SRB, SRC, and SRE, except as provided in Section 8.3.9.4 herein in regard to Bonus Dwelling Units.
- 8.3.9.2 **Yield Calculation.** The maximum base number of dwelling units to which an OSRD is entitled shall be determined by the Planning Board following the submission of a Yield Calculation, as set forth below. The Yield Calculation shall be submitted as part of the OSRD-EIDR or OSRD Special Permit application, and shall be submitted on a preliminary basis as part of a preliminary review meeting, as provided for in Section 8.3.14 and Section 8.3.15 herein.

The Yield Calculation is determined by the following steps:

- Step One:** Subtract from the total original area of the development tract 100% of all wetlands and all such other land as may be determined by the Board to be unsuitable for development, including but not limited to, significant rock outcroppings and areas with slopes in excess of 15%.
- Step Two:** Reduce that result by 10%, as an infrastructure factor.
- Step Three:** Divide that result by the minimum lot size required in the underlying district.
- Step Four:** For results less than 2, eliminate any fractional part, and for results greater than 2, round up to the next whole number for fractions of .5 or greater, and round down to the previous whole number for fractions less than .5.
- Step Five:** The result shall then be adjusted by the addition of the following number of units, to attain general parity with that of a conventional subdivision:

Step Four Result	Added Units
1 to 3 units	0
4 to 8 units	1
9 to 13 units	2
14 to 18 units	3
Over 18 units	4

Yield: The result is the maximum base number of dwelling units allowed, provided that all other conditions required in Section 8.3 are met.

8.3.9.3 **OSRD Dimensional Requirements.** The following dimensional requirements shall apply within an OSRD, in place of the requirements set forth in Section 5.2, Table of Dimensional Requirements:

Minimum Dimensional Requirements in OSRD		
	Detached Single-family Dwelling Units	Single-family Attached Dwelling Units
8.3.9.3.1 Lot Size	10,000 sq. ft.	7500 sq. ft.
8.3.9.3.2 Lot Frontage on existing street	100% of lot frontage requirement in underlying district	100% of lot frontage requirement in underlying district

8.3.9.3.3 Lot Frontage on an interior drive	75'	75'
8.3.9.3.4 Perimeter Tract Setback	30'	30'
8.3.9.3.5 Front Setback on existing street	100% of front setback in underlying district	100% of front setback in underlying district
8.3.9.3.6 Front Setback on an interior drive	20'	10'
8.3.9.3.7 Side setback for principal structure	10'	10'
8.3.9.3.8 Rear setback for principal structure	10'	10'
8.3.9.3.9 Side and rear setbacks for accessory structures	5'	5'

8.3.9.3.10 **Lot Frontage and Lot Width Reduction.** The Planning Board may reduce the minimum frontage and lot width requirements if dwelling unit dimensions, location on curved frontage or a street terminus, or other conditions justify doing so, provided the reduction is consistent with the intent of this Section. Reduced frontage lots shall be located on streets and interior site drives fronting within the interior of the OSRD tract, unless the Planning Board finds that location on a way exterior to the tract is not detrimental to the neighborhood.

8.3.9.3.11 **Front Setback in Multiple Districts.** In cases where an OSRD lies in more than one eligible district, if the tract lies 2/3 or more in one district, the front setback for that district shall apply in total. In cases where the OSRD lies less than 2/3 in one district, the frontage shall be the average of the required minimum front setbacks in the two districts.

8.3.9.3.12 **Side Yard Setback Reduction.** This setback requirement shall apply to Detached Single-family Dwelling Units and end units of structures containing Single-family Attached Dwelling Units. The Planning Board may reduce the side yard requirement if dwelling unit dimensions or other conditions justify doing so, provided the reduction is consistent with the intent of this Section.

8.3.9.3.13 More than one principal structure may be allowed on one lot.

8.3.9.4 **Bonus Dwelling Units Allowed by Special Permit.** The Planning Board may grant one or more Bonus Dwelling Units beyond the maximum base number of dwelling units allowed pursuant to the Yield Calculation in Section 8.3.9.2, using one or more of the following options:

- 8.3.9.4.1 **Age-Restricted Housing.** Where all dwelling units within an OSRD are restricted to meet the definition of Age-Restricted Dwelling Units in Section 8.3.2.4, then a bonus equal to three times (3) the maximum base number of dwelling units may be allowed. Where all dwelling units within an OSRD cluster are restricted to meet the definition of Age-Restricted Dwelling Units in Section 8.3.2.4, then a bonus equal to three times (3) the number of dwelling units in that cluster may be allowed. All Bonus Dwelling Units allowed under this provision must be Age-Restricted Dwelling Units.
- 8.3.9.4.2 **Affordable Housing.** For every one (1) dwelling unit restricted in perpetuity to meet the definition of Affordable Housing in Section 2.0, over and above the minimum number of affordable dwelling units required pursuant to the Affordability Requirements in Section 8.3.11, a bonus equal to two (2) additional market rate dwelling units may be allowed.
- 8.3.9.4.3 **Moderate Income Housing.** For every one (1) dwelling unit restricted in perpetuity to meet the definition of Moderate Income Housing in Section 2.0, a bonus equal to one (1) additional market rate dwelling unit may be allowed.
- 8.3.9.4.4 **Historic Preservation.** Where an OSRD preserves a historically significant building or historically significant major structure, including a barn or other accessory structure, a bonus equal to one (1) additional dwelling unit may be allowed. The determination of historical significance and the suitability of preservation initiatives shall be made by the Planning Board, which may choose to consult with the Westwood Historical Commission.
- 8.3.9.4.5 **Additional Open Space.** For each additional five (5) percent of the tract protected as common open space above the minimum required below in Section 8.3.10.1, a bonus equal to ten (10) percent of the maximum base number of dwelling units may be allowed. Where the calculation of Bonus Dwelling Units results in a fraction, for results less than 2, eliminate any fractional part, and for results greater than 2, round up to the next whole number for fractions of .5 or greater, and down to the previous whole number for fractions less than .5.
- 8.3.9.4.6 **Aggregate Yield.** The Aggregate Yield for an OSRD shall be based on any combination of the bonuses listed above, provided that all other conditions required in Section 8.3 are met. The total number of Bonus Dwelling Units for the OSRD shall not exceed, in the aggregate, fifty (50) percent of the maximum base number of dwelling units allowed pursuant to the Yield Calculation in Section 8.3.9.2, except in cases where all Bonus Dwelling Units exceeding fifty (50) percent of the maximum

base number of dwelling units are Age-Restricted Dwelling Units permitted pursuant to Section 8.3.9.4.1.

- 8.3.9.4.7 **Fiscal Impact.** In all cases, the maximum allowable number of Bonus Dwelling Units shall be determined by the Board, in its sole discretion, following the Board's acceptance of a fiscal impact report demonstrating that said units will have no significant negative fiscal impact on the town.

8.3.10 Common Open Space Requirements.

- 8.3.10.1 **Minimum Open Space Requirement.** In the SRC and SRE districts, the OSRD shall protect in perpetuity at least fifty (50) percent of the total tract as common open space, or sixty (60) percent where the OSRD must employ shared or individual septic systems or other on-site treatment, because no public sanitary sewer collection system is available. In the SRB district, the OSRD shall protect in perpetuity at least sixty (60) percent of the total tract as common open space. The common open space shall not be further divided or subdivided, and a restriction to such effect shall be noted on the EIDR plans recorded at the Registry of Deeds.
- 8.3.10.2 **Limitations on Composition of Open Space.** In no case shall more than seventy-five (75) percent of the land area used to satisfy the minimum open space requirement consist of wetlands or other non-buildable land area.
- 8.3.10.3 **OSRD Open Space Standards.** The landscape shall be preserved in its natural state. When necessary for utilities, roadways and similar purposes which cannot be avoided, or where desirable improvements to the landscape will be made, disturbances shall be minimized, by keeping to a minimum the removal of tree and forest vegetation, the excavation and removal of soil and the major alteration of existing topography. The massing and shape of the open space shall be designed to maximize its functionality for wildlife habitat and conservation, passive recreation, agriculture, horticulture, forestry, and equestrian use. Cultural and historical resources and scenic amenities may also be incorporated into the open space.

The open space shall be contiguous to the maximum extent possible. Connectivity between open space areas within the development tract, and to open space areas external to it, shall be incorporated wherever possible. No open space area shall be less than 50 feet in its smallest dimension. Open space traversed by a roadway may be considered by the Planning Board to be connected. Not more than five (5) percent of the open space areas may be covered by pavement or paved roads and allowable accessory structures.

Structures located within the common open space shall only include those structures used to support proper use of the open space, including but not limited to equipment storage, temporary shelters, sanitary facilities, and trail information

stations. New or existing trails or walkways shall be constructed or retained, as applicable, for the purpose of providing reasonable access to the open space. No cluster, at its nearest point, shall lie farther than three-hundred (300) feet from the closest point of the open space, with the exception of minor adjustments allowed by the Planning Board where compliance with this standard is impractical. Underground utilities, stormwater management facilities, and shared wastewater treatment systems serving the site may be located within the common open space. Surface collection systems such as retention and detention ponds shall not count toward the minimum common open space requirement. Existing or proposed utility easements shall not be counted as common open space unless allowed by the Planning Board.

8.3.10.4 **Ownership, Protection and Maintenance of the Open Space.**

8.3.10.4.1 **Conveyance.** The common open space may be conveyed to any of the following entities:

- 1) The Town of Westwood or its Conservation Commission.
- 2) A non-profit organization whose primary purpose is to conserve and maintain open space.
- 3) A corporation or trust owned jointly or in common by the owners residing in the OSRD. When the open space is conveyed to said corporation or trust, maintenance of the open space shall be guaranteed in perpetuity. The corporation or trust shall provide for mandatory assessments of each lot and unit for maintenance purposes. Each individual deed, and the deed or trust or articles of incorporation, shall include provisions to affect these requirements. Documents creating such homeowners association, trust or corporation shall be submitted to the Planning Board for approval, and shall thereafter be recorded.

8.3.10.4.2 **Conservation Restrictions.** When common open space is not conveyed to the Town or to its Conservation Commission, a conservation restriction or agricultural or forest preservation restriction enforceable by the Westwood Conservation Commission or other board under M.G.L. c. 184, § 31, is required, in compliance with the standards of the Massachusetts Executive Office of Energy and Environmental Affairs, Division of Conservation Services, or Department of Agricultural Resources, or their successor agencies. Said restriction shall be recorded in the manner provided by statute. The Board of Selectmen is hereby authorized to accept such restrictions if the Conservation Commission declines to do so. The common open space shall be perpetually kept in an open state, shall be preserved exclusively for the purposes set forth in this Section, and shall be maintained in a manner which will ensure its suitability for its intended purposes.

8.3.10.4.3 **Conservation Covenants.** Any common open space that does not qualify for inclusion in a conservation restriction or agricultural preservation restriction, or that is rejected from inclusion in these programs by the Commonwealth of Massachusetts, shall be subject to a restrictive covenant, which shall be approved by the Planning Board and Board of Selectmen, and which shall be duly recorded at the Registry of Deeds and subject to the Extension of Period provisions in Sections 27 and 28 of M.G.L. chapter 184. The Town of Westwood shall retain the right to enforce such covenants.

8.3.10.4.4 **Special Maintenance Provisions.** The Town shall be granted an easement over the common open space in all cases, to ensure its perpetual maintenance as open space consistent with the purposes of this Section. Such easement shall provide that in the event the corporation, trust, or other owner fails to maintain the open space in good functional condition, the Town may, after notice to the owners and a public hearing, enter the common open space to provide reasonable maintenance, in order to prevent or abate a nuisance. The cost of such maintenance shall be assessed against the properties within the development and/or to the owner of the common open space. The Town may file a lien against the lot or lots to ensure payment of such maintenance.

8.3.11 **Affordability Requirements.** Where any project authorized under a OSRD Special Permit will result in the development of at least eight (8) new dwelling units, the minimum number of dwelling units specified in the table below shall be restricted to meet the definition of Affordable Housing in Section 2.0 of this Bylaw and in the Rules and Regulations. All such affordable dwelling units shall be contained within the OSRD unless the Planning Board determines a proposed alternative to be at least equivalent in serving the Town's housing needs after consultation with the Westwood Housing Partnership and the Westwood Housing Authority. The affordable dwelling units authorized under the provisions of this Bylaw shall be Local Initiative Program (LIP) dwelling units in compliance with the requirements for the same as specified by the Department of Community Affairs, Massachusetts Department of Housing and Community Development (DHCD), or successor, or affordable dwelling units developed under additional programs adopted by the Commonwealth of Massachusetts or its agencies. All said dwelling units shall count toward Westwood's requirements under Massachusetts General Law Chapter 40B, Sections 20-23, as amended and all affordable dwelling units shall remain affordable in perpetuity.

<u>Total Number of Dwelling Units</u>	<u>Minimum Number of Affordable Dwelling Units</u>
1 to 7 units	0
8 to 9 units	1
10 to 15 units	2
16 to 22 units	3
23 to 26 units	4
27 or more units	15% of the total number of dwelling units, rounded up to the next whole number

- 8.3.12 **OSRD 4-step Design Process.** The application shall contain graphic and written material sufficient to demonstrate to the Planning Board that the four-step design process set forth below was performed by a registered landscape architect, or a team which includes a registered landscape architect, in establishing the layout of open space, housing units and clusters, streets, and lots.

- Step One: Identification of Conservation Areas.** The first step in the design process shall be to identify, analyze, and incorporate in the plans the natural, hydrological and wetlands resources, wildlife habitat, scenic corridors and views, agriculture, horticulture and forestry operations, cultural resources and other natural and man-made features of value to the community that exist on the OSRD tract and immediate vicinity. In addition, the OSRD concept design shall be considered in the larger context of neighborhood character, transportation and transit services, district land use patterns, cultural issues and other factors that might affect, or be affected by, the OSRD. The outcome of Step One is both to identify likely open space protection areas, and to identify in a preliminary way the potentially developable parts of the OSRD tract.
- Step Two: Location of Housing Sites (Clusters).** The second step shall be to locate the approximate siting of residential structures within the potentially developable areas, including the delineation of private yards and shared amenities so as to reflect an integrated community. The number of dwelling units with direct access to the natural and man-made amenities of the OSRD should be maximized.
- Step Three: Alignment of Streets, Interior Drives, and Trails.** The third step shall be to align streets and interior drives in order to provide access to the housing clusters and residential structures. New trails should be laid out to create internal and external connections to existing and/or potential streets, interior drives, sidewalks, and trails.
- Step Four: Drawing of Lots and Easement Lines.** The final step shall be to draw in the lot lines depicting the subdivision of the OSRD tract, including all easements and deed restrictions shown on the plan. In the case of condominium or cooperatives without individual lot ownership, assumed lot lines for illustrative purposes may be depicted on the plans.

- 8.3.13 **Design Standards.** The following minimum design standards shall apply to any OSRD site plan and shall guide the design of the site as an OSRD:

- 8.3.13.1 **Landscape Preservation.** Insofar as practicable, an OSRD shall preserve the landscape in its natural state by minimizing tree and vegetative cover removal and alterations to the pre-development natural topography. Mature trees of six (6) inch caliper or greater, measured four feet above average grade level, shall in particular be retained to the maximum practical extent. The location and orientation of housing sites or clusters shall be such as to maintain maximum natural topography. This design-with-the-land approach shall be employed in all site planning, wherein retention of natural topographic and vegetative features, views and natural drainage courses shall be treated as fixed determinants of

housing cluster locations or interior drive layouts, rather than altering the site to accommodate a fixed development plan.

- 8.3.13.2 **Roadway and Infrastructure Design.** The standards for all OSRDs, whether involving a definitive plan approval or not, shall be those of the Westwood Rules and Regulations Governing the Subdivision of Land, in regard to the alignment, width, length, and design of streets and interior drives in an OSRD, as well as all related infrastructural elements within and along rights of way. Streets and interior drives in an OSRD shall be designed to be in compliance with the locational and dead end standards in those Rules and Regulations. Related infrastructural elements shall include, but not be limited to, the following: sewage collection, water distribution, stormwater management, power and energy transmission, and telecommunications. However, applicants are encouraged to consider alternate designs for interior drives and other infrastructural elements that might involve variations to those standards, including but not limited to narrower rights of way and paved travel lanes, as long as adequate grade, width and construction are maintained. The Planning Board may grant design waivers in accordance with prescribed procedures.

In all cases, streets and interior drives shall be designed and located in such a manner as to maintain and preserve natural topography, significant landmarks, and trees; to minimize cut and fill; and to preserve and enhance views into and within the development site.

- 8.3.13.3 **Pedestrian and Bicycle Circulation.** Where appropriate, walkways and/or multi-purpose trails shall be provided within the OSRD to connect dwellings with parking areas, recreation facilities and open space, and adjacent land uses.
- 8.3.13.4 **Visibility of Open Space.** Open space in the OSRD shall be designed to add to the visual amenities of the area by maximizing its visibility for persons passing the site or overlooking it from nearby properties.
- 8.3.13.5 **Architectural Design and Neighborhood Compatibility.** In overall scale, architectural detailing, building massing, height, exterior materials, and roofline articulation, residential structures in an OSRD shall be reasonably compatible with existing structures in surrounding residential areas, when there is a functional or visual relationship between the surrounding structures and the proposed structures. The Planning Board may limit and/or redistribute the number of dwelling units contained in a single structure, if it determines that the proposed structure would otherwise compromise or obstruct desired views from abutting properties or from public ways, or if the proposed configuration has a negative environmental impact upon any abutting property.
- 8.3.13.6 **Cultural Resources.** The removal or disruption of historic or archaeological resources or traditional or significant uses, structures, or architectural elements shall be minimized.
- 8.3.13.7 **Stormwater Management.** To the extent practicable, the use of low impact development and soft drainage techniques shall be employed in the design of an

OSRD, subject to compliance with all applicable local and state standards and requirements.

8.3.13.8 **Off-Street Parking.** All off-street parking in an OSRD shall comply with the requirements of Section 6.0 in this bylaw, except in the case of an age-restricted OSRD, or age-restricted OSRD cluster, where parking requirements shall be as provided in Section 8.3.13.10.4.

8.3.13.9 **Mix of Housing Types.** Any mix of one or more of the allowed housing types, shall be permitted in an OSRD, up to the maximum number of dwelling units permitted under this Section.

8.3.13.10 **Design Standards for Age-Restricted Dwelling Units.** Where Age-Restricted Dwelling Units within an OSRD, or within an OSRD cluster, are developed pursuant to Section 8.3.9.4.1, such dwelling units shall be located and designed in such a manner as to serve the physical and social needs of senior residents, fifty-five (55) years of age and older, with a range of income levels and physical abilities. The following additional design standards for Age-Restricted Dwelling Units shall apply:

8.3.13.10.1 **Coordinated Development.** The age-restricted OSRD, or age-restricted OSRD cluster, shall be developed as a coordinated unit, under common management and serving a common function.

8.3.13.10.2 **Accessibility.** All Age-Restricted Dwelling Units shall be designed to accommodate suitable means of access and egress for people with disabilities in conformance with 521 CMR Section 9. Additionally, in cases where supplemental wheelchair ramps and/or lifts are necessary to achieve suitable means of access and egress, architectural plans for individual dwelling units shall demonstrate the location and means of incorporating such ramps and/or lifts. Such ramps and/or lifts shall be installed by the owner of any dwelling unit if required by a resident of said dwelling unit.

8.3.13.10.3 **Limit on Number of Bedrooms.** There shall be not more than two (2) bedrooms in any Age-Restricted Dwelling Unit, nor shall there be any den, office, bonus room, loft, attic, or similar area which could be converted for use as a third bedroom.

8.3.13.10.4 **Off-Street Parking.** Off-street parking may be reduced to one and one-half (1 ½) parking spaces per Age-Restricted Dwelling Unit at the discretion of the Board. At least one parking space shall be reserved for each Age-Restricted Dwelling Unit and located within one hundred fifty (150) feet thereof. Adequate provisions shall be made for additional visitor parking spaces, in a manner and amount deemed appropriate by the Board.

8.3.13.10.5 **Community Facilities.** The age-restricted OSRD, or age-restricted OSRD cluster, shall contain appropriately designed on-

site community facilities to serve the recreational and social needs of residents, unless the Board determines that such is unnecessary due to location of the development in close walking distance to similar off-site facilities.

- 8.3.14 **Pre-application Review by Land Use Committee.** All OSRD special permit applicants are required to meet informally for a Pre-application Review with the Town's Land Use Committee prior to submitting a Preliminary OSRD Special Permit Application to the Planning Board, and to accompany this discussion with a Sketch Plan and Project Narrative pursuant to the provisions of Section 8.3.14.1 and 8.3.14.2. OSRD-EIDR applicants are encouraged, but not required, to participate in a Pre-application Review with the Land Use Committee. The purposes of a Pre-application Review are to solicit guidance from the Town's review staff, which consists of but is not limited to, the Director of Community & Economic Development, Town Planner, Town Engineer, Health Director, Public Works Director, Fire Chief, Building Commissioner, Zoning Board Administrator, Police Chief, Public Safety Officer, Conservation Agent, Housing Administrator, Licensing Administrator and Land Use Specialist at the earliest possible stage in the process, in order to identify site design issues and to establish an approximate number of allowed residential dwelling units, thereby keeping the applicant's costs for landscape design, site engineering and other technical expertise to a minimum. The Land Use Committee shall prepare a written non-binding Preliminary Recommendation to the Planning Board, including an initial determination of compliance with the Zoning Bylaw and the Planning Board's Subdivision Rules and Regulations, and including comments on the suitability of the proposed location, density, and traffic impacts. The Land Use Committee's Preliminary Recommendation shall be a required component of a Preliminary OSRD Special Permit Application.

8.3.14.1 **Sketch Plan.** A Sketch Plan shall be submitted in advance of the Pre-application Review meeting with the Land Use Committee. The Sketch Plan shall be a minimally detailed, schematic drawing of the proposed OSRD that contains sufficient information in regard to existing and proposed conditions to allow the Land Use Committee to understand the nature and physical impact of the development on the land. Site constraints that figure into the analysis may be delineated from existing secondary sources such as local wetlands maps, Massachusetts Department of Environmental Protection Wetlands Conservancy Program maps, Natural Heritage maps, MA Geographic Information system resources, USDA soils maps, information from deed documentation, and other governmental, institutional and private sources.

8.3.14.2 **Project Narrative.** A Project Narrative shall be submitted in advance of the Pre-application Review meeting with the Land Use Committee. The Project Narrative shall contain sufficient information in regard to the proposed OSRD to allow the Land Use Committee to understand the nature of the proposed development, including but not limited to the number and type of proposed base and Bonus Dwelling Units, and information related to the anticipated environmental and traffic impacts of the proposed development.

- 8.3.15 **Preliminary Review by Planning Board.** All OSRD Special Permit applicants shall submit a Preliminary OSRD Application for the Planning Board's review. The submission of a preliminary application allows the Applicant, the Planning Board, the Board of Health, the Conservation Commission, the Public Works and Public Safety Departments, other Town agencies, boards, committees, and property abutters to consider and discuss issues and clarify the details of such proposal before a full OSRD Application is filed. The primary purpose of the

preliminary application shall be to determine the suitability of the land, and to confirm the maximum base number of dwelling units and maximum number of Bonus Dwelling Units, if any.

8.3.15.1 **Submission Requirements.** Any person wishing to submit a Preliminary OSRD Application shall file with the Planning Board an application form, Project Narrative, Preliminary OSRD Plan, and a written recommendation from the Land Use Committee pursuant to Section 8.3.14. The number of copies and filing fee shall be in accordance with the Board's rules and regulations. The Preliminary OSRD Plan shall include the designation "Preliminary OSRD Plan", north point, scale, date, legend, zoning classification, major site features including fences, buildings, trees with 10 inches caliper or larger, topography of the land showing five foot contours, existing boundaries, the approximate boundary lines of proposed lots with approximate building footprint areas and dimensions, wetland boundaries, and the yield calculation.

8.3.15.2 **Public Hearing.** The Planning Board's review of the Preliminary OSRD Application shall be in the course of a duly noticed public hearing in accordance with the Board's Rules and Regulations.

8.3.15.3 **Planning Board Preliminary Review Action.** The Planning Board shall hold a public hearing within forty-five (45) days after submission of a complete Preliminary OSRD Application and act on the application within thirty (30) days of the close of the hearing. The action of the Board shall be by vote of a simple majority of the Board, and shall be recorded in the form of a written Preliminary Review Action. The Board's Preliminary Review Action shall constitute a determination of the maximum project density. If the Board requires plan modifications or disapproves the Preliminary OSRD Application, it shall state its reasons for doing so in the Preliminary Review Action. An affirmative Preliminary Review Action, with or without modifications to the Preliminary OSRD Plan, does not constitute approval of the Final OSRD Plan, but facilitates that Applicant's preparation of the Final OSRD Application submission. In the event of disapproval, the Board shall state its findings as to how the Preliminary OSRD Application does not meet the purposes and requirements of this bylaw. An affirmative Preliminary Review Action shall be required prior to the submission of a Final OSRD Application.

8.3.16 **Final Review by Planning Board.** All applicants seeking OSRD-EIDR Approval or OSRD Special Permit Approval shall submit a Final OSRD Application for the Planning Board's review and consideration.

8.3.16.1 **Submission Requirements.** Any applicant wishing to submit a Final OSRD Application shall file with the Planning Board an application form, Project Narrative, Final OSRD Plan, Demonstration of OSRD 4-step Process pursuant to Section 8.3.12, Traffic Impact Report, Fiscal Impact Report, and a copy of an affirmative Preliminary Plan Action pursuant to Section 8.3.15.3. The number of copies and filing fee shall be in accordance with the Board's Rules and Regulations. The Final OSRD Plan shall include the designation "Final OSRD Plan", north point, scale, date, legend, zoning classification, major site features including fences, buildings, trees with 10 inches caliper or larger, topography of the land showing five foot contours, existing boundaries, the boundary lines of

proposed lots with approximate building footprint areas and dimensions, wetland boundaries, and the yield calculation.

- 8.3.16.2 **Public Hearing.** A duly noticed public hearing in accordance with the Board's Rules and Regulations shall be conducted by the Planning Board within sixty-five (65) days of submission of the Final OSRD Application and plans.

8.3.16.3 **OSRD-Environmental Impact and Design Review (EIDR) Requirements.**

8.3.16.3.1 **General.** All OSRD applications shall be subject to the EIDR process in Section 7.3 of this bylaw. In the case of an application for an OSRD Special Permit, the EIDR component shall be consolidated within the Board's OSRD Special Permit review pursuant to Section 8.3.16.4. The Planning Board may waive particular submission requirements for OSRD's if they are determined to be inapplicable or unnecessary for EIDR review purposes, provided that doing so is consistent with the purposes of this Section.

8.3.16.3.2 **OSRD-EIDR Decision.** In the case of an application for OSRD-EIDR Approval, the Board shall render a written OSRD-EIDR decision within ninety (90) days of the close of the public hearing. Said decision shall be based upon a determination by the Planning Board that the OSRD application meets the criteria below.

- 1) Consistency with the purposes of Section 8.3.
- 2) Demonstration of proper and complete application of the OSRD 4-step design process.
- 3) General consistency with all applicable elements of the EIDR standards in Section 7.3.7.
- 4) Responsiveness to all applicable elements of the Design Standards in Section 8.3.13.
- 5) Establishment of measures sufficient to provide for effective protection and maintenance of the common open space.

8.3.16.4 **OSRD Special Permit Review Requirements.**

8.3.16.4.1 **General.** All OSRD applications for projects including Single-family Attached Dwelling Units as defined in Section 8.3.2.1 and/or requesting Bonus Dwelling Units pursuant to Section 8.3.9.4, shall require OSRD Special Permit Approval by the Planning Board.

8.3.16.4.2 **OSRD Special Permit Decision.** The Board shall render a written OSRD Special Permit decision within ninety (90) days of the close of the public hearing. Said decision shall be based upon

consideration by the Planning Board of the OSRD special permit criteria below. Failure to take action within the 90 day period shall be deemed to constitute constructive approval of the OSRD Special Permit application.

8.3.16.4.2.1 **OSRD Special Permit Decision for Single-family Attached Dwelling Units.** Approval shall be granted by means of a written OSRD Special Permit decision, based upon a finding by the Planning Board that the OSRD application demonstrates consistency with the standards below:

- 1) Consistency with the purposes of Section 8.3.
- 2) Demonstration of proper and complete application of the OSRD 4-step design process.
- 3) General consistency with Section 10.3 [Special Permits] of the Zoning Bylaw.
- 4) Compatibility with the scale, visual character and amenities in the surrounding neighborhood.
- 5) Compatibility of the Single-family Attached Dwelling Units with the other housing types and clusters within the OSRD, using site design, architectural elements, building massing, and open space and landscaping, thereby creating a unified development that succeeds in establishing a harmonious residential environment.
- 6) Responsiveness to all applicable elements of the Design Standards in Section 8.3.13.
- 7) Establishment of measures sufficient to provide for effective protection and maintenance of the common open space.

8.3.16.4.2.2 **OSRD Special Permit Decision for Bonus Dwelling Units.** Approval shall be granted by means of a written OSRD Special Permit decision, based upon a finding by the Planning Board that the OSRD application meets one or more of the allowed bonuses in Section 8.3.9.4 and demonstrates consistency with the standards below:

- 1) Conformance with the Aggregate Yield requirements of Section 8.3.9.4.6.
 - 2) Demonstration of no significant negative fiscal impact to the town.
 - 3) Consistency with the purposes of Section 8.3.
 - 4) Demonstration of proper and complete application of the OSRD 4-step design process.
 - 5) Compatibility with the scale, visual character and amenities surrounding neighborhood.
 - 6) General consistency with Section 10.3 [Special Permits] of the Zoning Bylaw.
 - 7) Responsiveness to all applicable elements of the Design Standards in Section 8.3.13.
 - 8) Establishment of measures sufficient to provide for effective protection and maintenance of the common open space.
 - 9) Suitability of the proposed design, location, and layout of the overall OSRD, and of each individual dwelling unit and all proposed common facilities, to uniquely serve the physical and social needs of the residents.
 - 10) Impact on the quantity and quality of the available housing choices for the residents of the affordable dwelling units, moderate income dwelling units, and/or residents fifty-five (55) years of age or older, with a range of income levels and physical abilities, and demonstrated market for all proposed Age-Restricted Dwelling Units.
- 8.3.17 **Special Conditions and Performance Guarantee.** The Planning Board may impose reasonable conditions as part of any OSRD-EIDR or OSRD Special Permit approval and may require suitable performance guarantees to assure compliance with those conditions.
- 8.3.18 **Regulations.** The Planning Board may adopt OSRD rules and regulations consistent with this Zoning Bylaw and the laws of the Commonwealth.

ARTICLE 24

The Finance and Warrant Commission recommended and the Town voted by a 2/3 vote in favor declared by the Moderator to approve certain amendments to the Westwood Zoning Bylaw to allow commercial outdoor seating as a permitted accessory use in association with permitted commercial uses by adding a new use category to Section 4.3.1 [Table of Accessory Uses].

1) Add a new Section 4.3.2.5 to read as follows:

	SRA	SR B	SR C	SR D	SR E	GR	SR	LB A	LB B	HB	I	IO	ARO
4.3.2.5 Commercial Outdoor Seating in association with permitted commercial uses pursuant to Section 4.4.2	N	N	N	N	N	N	N	Y	Y	Y	Y	Y	Y

2) Add a new Section 4.4.2 to read as follows:

- 4.4.2 **Commercial Outdoor Seating.** Outdoor seating for restaurants, fast order food establishments, coffee shops, ice cream parlors, retail take-out counters, professional service establishments, research and development facilities, or other similar allowed use may be permitted upon review and approval, subject to the conditions in Sections 4.4.2.1 through 4.4.2.7 below. Residential uses are exempt and not regulated under this section.
- 4.4.2.1 Plans for all proposed outdoor seating must be approved by the Town Planner, in writing, in advance of implementation.
- 4.4.2.2 In all cases, sufficient clearance of at least six (6) feet shall be maintained for safe and efficient public access along sidewalks, access drives, and roadways.
- 4.4.2.3 Outdoor seating areas shall be appropriately separated from streets and sidewalks by means of fencing, plantings, or other similar measures, and where necessary, shall be protected from vehicles by means of curbing, curb stops, bollards, or other similar buffering and protection measures.
- 4.4.2.4 Outdoor seating areas shall at all times comply with the requirements of Section 6.6 [Noise] and Section 6.4 [Exterior Lighting] of this Bylaw.
- 4.4.2.5 A sufficient number of off-street parking spaces shall be provided to meet the minimum parking requirements for the associated business, including parking spaces related to the outdoor seats.
- 4.4.2.6 Outdoor seating areas shall be maintained in a neat and orderly condition at all times and shall be managed in such a manner as to not negatively affect any adjacent properties.

4.4.2.7 Once implemented, outdoor seating areas shall be reconfigured upon the order of the Building Commissioner, as the Building Commissioner deems necessary to address public safety, convenience, order, or appearance.

- 3) Delete Note 6 in Section 4.2 [Notes for Table of Principal Uses] in its entirety and renumber subsequent notes as appropriate.

ARTICLE 25

The Finance and Warrant Commission recommended and the Town voted by a 2/3 vote in favor declared by the Moderator to approve certain amendments to the Westwood Zoning Bylaw to further define how to calculate the required number of affordable housing units in various sections of the Zoning Bylaw, including without limitation Section 8.3 [Open Space Residential Development], Section 8.4 [Senior Residential Development], Section 9.5 [Flexible Multiple Use Overlay District], and Section 9.7 [University Avenue Mixed Use District].

- 1) Add a new Section 8.3.11 to read as follows, and renumber subsequent sections as appropriate:

8.3.11 **Affordability Requirements.** Where any project authorized under a OSRD Special Permit will result in the development of at least eight (8) new dwelling units, the minimum number of dwelling units specified in the table below shall be restricted to meet the definition of Affordable Housing in Section 2.0 of this Bylaw and in the Rules and Regulations. All such affordable dwelling units shall be contained within the OSRD unless the Planning Board determines a proposed alternative to be at least equivalent in serving the Town's housing needs after consultation with the Westwood Housing Partnership and the Westwood Housing Authority. The affordable dwelling units authorized under the provisions of this Bylaw shall be Local Initiative Program (LIP) dwelling units in compliance with the requirements for the same as specified by the Department of Community Affairs, Massachusetts Department of Housing and Community Development (DHCD), or successor, or affordable dwelling units developed under additional programs adopted by the Commonwealth of Massachusetts or its agencies. All said dwelling units shall count toward Westwood's requirements under Massachusetts General Law Chapter 40B, Sections 20-23, as amended and all affordable dwelling units shall remain affordable in perpetuity.

- 2) Amend Section 8.4.3.6 to as follows:

8.4.3.6

Total Number of Dwelling Units	Minimum Number of Affordable Dwelling Units
1 to 7 units	0
8 to 9 units	1
10 to 15 units	2
16 to 22 units	3
23 to 26 units	4
27 or more units	15% of the total number of dwelling units, rounded up to the next whole number

read

Affordability Requirements. Where any project authorized under a SRD Special Permit will result in the development of at least eight (8) new dwelling units, the minimum number of dwelling units specified in the table below shall be restricted to meet the definition of Affordable Housing in Section 2.0 of this Bylaw and in the Rules and Regulations. All such affordable dwelling units shall be contained within the SRD unless the Planning Board determines a proposed alternative to be at least equivalent in serving the Town's housing needs after consultation with the Westwood Housing Partnership and the Westwood Housing Authority.

The affordable dwelling units authorized under the provisions of this Bylaw shall be Local Initiative Program (LIP) dwelling units in compliance with the requirements for the same as specified by the Department of Community Affairs, Massachusetts Department of Housing and Community Development (DHCD), or successor, or affordable dwelling units developed under additional programs adopted by the Commonwealth of Massachusetts or its agencies. All said dwelling units shall count toward Westwood's requirements under Massachusetts General Law Chapter 40B, Sections 20-23, as amended and all affordable dwelling units shall remain affordable in perpetuity.

<u>Total Number of Dwelling Units</u>	<u>Minimum Number of Affordable Dwelling Units</u>
1 to 7 units	0
8 to 9 units	1
10 to 15 units	2
16 to 22 units	3
23 to 26 units	4
27 or more units	15% of the total number of dwelling units, rounded up to the next whole number

- 3) Amend Section 9.5.14 to read as follows:
- 9.5.14 **Affordability Requirements.** Where any project authorized under a FMUOD Special Permit will result in the development of at least eight (8) new dwelling units, the minimum number of dwelling units specified in the table below shall be restricted to meet the definition of Affordable Housing in Section 2.0 of this Bylaw and in the Rules and Regulations. All such affordable dwelling units shall be contained within the FMUOD Project unless the Planning Board determines a proposed alternative to be at least equivalent in serving the Town's housing needs after consultation with the Westwood Housing Partnership and the Westwood Housing Authority. The affordable dwelling units authorized under the provisions of this Bylaw shall be Local Initiative Program (LIP) dwelling units in compliance with the requirements for the same as specified by the Department of Community Affairs, Massachusetts Department of Housing and Community Development (DHCD), or successor, or affordable dwelling units developed under additional programs adopted by the Commonwealth of Massachusetts or its agencies. All said dwelling units shall count toward Westwood's requirements under Massachusetts General Law Chapter 40B, Sections 20-23, as amended and all affordable dwelling units shall remain affordable in perpetuity.

<u>Total Number of Dwelling Units</u>	<u>Minimum Number of Affordable Dwelling Units</u>
1 to 7 units	0
8 to 9 units	1
10 to 15 units	2
16 to 22 units	3
23 to 26 units	4
27 or more units	15% of the total number of dwelling units, rounded up to the

	next whole number
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4) Amend Section 9.7.4.5.3 to read as follows:

- 9.7.4.5.3 **Affordable Housing.** All of the following requirements for affordable housing must be satisfied:
- a. Of the three hundred and fifty (350) residential units allowed by right in the CDA, a minimum of two hundred and twenty-one (221) units plus ten percent (10%) of all units in excess of two hundred and twenty-one (221), rounded up to the next whole number, must, in the determination of the Planning Board, be designed for inclusion on the DHCD Subsidized Housing Inventory and remain affordable in perpetuity.
 - b. A minimum of ten percent (10%) of total dwelling units in excess of the 350 dwelling units allowed by right, if any, rounded up to the next whole number, must be Affordable Housing units and remain affordable in perpetuity. In addition, if the units within any Assisted Living Residence, Memory Care Facility, or Nursing or Convalescent Home are included in the Town's total number of housing units on the DHCD Subsidized Housing Inventory, then ten percent (10%) of these units, rounded up to the next whole number, shall be Affordable Housing units, unless the proponent satisfies the alternative requirements provided in Section 9.7.4.5.3.c below.

ARTICLE 26

The Finance and Warrant Commission recommended and the Town voted by a 2/3 vote in favor declared by the Moderator to amend the Westwood Zoning Bylaw to add a new Section 9.4.5.5 under Permits Required in the Wireless Communications Overlay District to allow an administrative process for minor alterations.

1) Add a new Section 9.4.5.5 to read as follows:

- 9.4.5.5 **Administrative Review and Approval of Minor Alterations.** Minor alterations of an existing wireless communications facility operating under a valid WCOD Special Permit and/or WCOD EIDR Approval, which alterations will result in no visible exterior changes to an existing wireless facility, or which will result in visible exterior changes to an existing wireless facility which are determined by the Building Commissioner to be sufficiently minor in nature, may be permitted upon the issuance of an Administrative WCOD EIDR Approval pursuant to Section 7.3.6 [Administrative Review and Approval for Minor Alterations] of this Bylaw.

ARTICLE 27

The Finance and Warrant Commission recommended and the Town voted by a 2/3 vote in favor declared by the Moderator to approve certain amendments to the Westwood Zoning Bylaw Section 6.1 related to Off-Street Parking.

1) Amend Section 6.1.2 to read as follows:

6.1.2 Table of Parking Requirements. The following table of Minimum Number of Required Parking Spaces for Principal Uses sets forth minimum on-site parking space requirements, provided, however, that joint/shared parking spaces conforming to the requirements of Section 6.1.10 or Section 6.1.11 may be allowed, and provided that fewer parking spaces may be authorized upon the grant of a special permit by the Planning Board pursuant to Section 6.1.9 or by grant of a waiver pursuant to Section 6.1.12, where parking is otherwise in compliance with the provisions of this Section.

2) Amend Section 6.1.9.3.4 to read as follows:

6.1.9.3.4	That the number of parking spaces otherwise required pursuant to Section 6.1.2 could be accommodated on the subject parcel or on nearby parcels, if a change in use or in the intensity or character of use ever requires an increase of parking pursuant to Section 6.1.8.2, and that sufficient provisions securing the continued availability of land for such additional parking, and the ability to construct such additional parking, are assured in a manner satisfactory to the Planning Board. Such provisions may include a demonstration of physical and financial ability to construct additional surface or structured parking spaces in compliance with the requirements of Section 6.1.2, or such other assurances as are satisfactory to the Planning Board.
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3) Amend Section 6.1.10 to read as follows:

6.1.10 Joint/Shared Off-Street Parking in Local and Highway Business Districts. Joint/shared off-street parking facilities may be provided for two or more separate buildings or uses on the same parcel, or on parcels within four hundred (400) feet walking distance of the building entrance to be served, but in such case the total number of parking spaces required shall be the sum of the parking spaces required for the individual buildings or uses, unless a waiver is granted by the Planning Board pursuant to Section 6.1.12. In cases where parking spaces are provided on nearby parcels, a convenient pedestrian connection shall be provided, and the continued availability of said parking spaces shall be adequately assured in a manner satisfactory to the Planning Board, such as by permanent easement recorded on the title records of each affected property.

4) Amend Section 6.1.11 to read as follows:

6.1.11 Joint/Shared Off-Street Parking in Administrative-Research-Office, Industrial and Industrial-Office Districts. Joint/shared off-street parking facilities may be provided for two or more separate buildings or uses on the same parcel, or on parcels within six hundred (600) feet walking distance of the building entrance to be served, but in such case the total number of parking spaces required shall be the sum of the parking spaces required for the individual buildings or uses, unless a waiver is granted by the Planning Board pursuant to Section 6.1.12. In cases where parking spaces are provided on nearby parcels, a convenient pedestrian connection shall be provided, and the continued availability of said parking spaces shall be adequately

assured in a manner satisfactory to the Planning Board, such as by permanent easement recorded on the title records of each affected property.

5) Amend Section 6.1.12 to read as follows:

6.1.12 Reduction of Required Number of Joint/Shared Off-Street Parking Spaces for Existing Buildings. If an Applicant has obtained all other necessary zoning permits and approvals, the Planning Board may, subject to the provisions of this Section, grant a waiver that would authorize a lesser number of joint/shared off-street parking spaces than would otherwise be required pursuant to Section 6.1.2 and Section 6.1.10 or Section 6.1.11. Said waiver may be granted by majority vote of the Board following a public hearing in accordance with the Board's Rules and Regulations, and only upon the Board's written determination of each of the following findings:

- 6.1.12.1 That the demand for the joint/shared off-street parking spaces differs significantly by time of day between the various uses; and
- 6.1.12.2 That a sufficient number of joint/shared off-street parking spaces are available to satisfy the parking demand for each use during the time period with the highest total combined parking demand; and
- 6.1.12.3 That the buildings associated with the requested waiver are pre-existing and that total floor area of those buildings is no greater than that which would be permitted absent the grant of a waiver pursuant to this Section; and
- 6.1.12.4 That satisfactory provisions have been made for an increase in the number of joint/shared parking spaces up to the minimum number otherwise required by Section 6.1.10 or 6.1.11, in the event that a change in use, or in intensity or character of use, results in an increased joint/shared parking demand. Such provisions may include a demonstration of physical and financial ability to construct additional surface or structured parking spaces in compliance with the requirements of Section 6.1.10 or 6.1.11, or such other assurances as are satisfactory to the Planning Board.
- 6.1.12.5 That the issuance of this waiver would not be inconsistent with the intent of this Bylaw.

ARTICLE 28

The Finance and Warrant Commission recommended and the Town voted by a 2/3 vote in favor declared by the Moderator to approve certain housekeeping amendments to various sections of the Westwood Zoning Bylaw and official Zoning Map as may be necessary to correct any errors or inconsistencies.

1) Amend Section 4.1.6.1 to read as follows:

	SRA	SR B	SR C	SR D	SR E	GR	SR	LB A	LB B	HB	I	IO	ARO
4.1.6.1 Earth Material Movement per Section 7.1	PB	PB	PB	PB	PB	PB	PB	PB	PB	PB	PB	PB	PB

2) Delete Note 10 in Section 4.2 [Notes for Table of Principal Uses] in its entirety, and renumber subsequent notes as appropriate.

3) Amend Section 6.1.5.13 to read as follows:

6.1.5 COMMERCIAL USES

6.1.5.13 Registered Marijuana Dispensary

One (1) space for each two hundred fifty (250) square feet of floor area or fraction thereof devoted to selling, storage, service and all other activities related to such use, exclusive of cellar and basement areas used only for storage or services incidental to the operation or maintenance of the premises

4) Amend Section 6.1.19.5 to read as follows:

6.1.19.5 **Reduction of Landscaping Requirements.** The Planning Board may modify or reduce the requirements of Section 6.1.19 [Parking Areas for Ten or More Parking Spaces] where in its judgment, for topographic or engineering reasons, these requirements could not reasonably be met.

5) Amend Section 7.4.4 to read as follows:

7.4.4 **Referral of Application to Board of Health.** Within ten (10) days after receipt of the application, the Board of Appeals shall transmit a copy thereof to the Board of Health, whereupon said Board may, at its discretion, review the proposed RMD project and report in writing its recommendations to the Board of Appeals. The Board of Appeals shall not take final action on such application until it has received a report thereon from the Board of Health, or until said Board of Health has allowed sixty-five (65) days to elapse after receipt of such application without submission of a report.

6) Amend Section 7.4.6 to read as follows:

7.4.6 **Referral of Application to Planning Board.** Within ten (10) days after receipt of the application, the Board of Appeals shall transmit a copy thereof to the Planning Board, whereupon said Board may, at its discretion, review the proposed RMD project and report in writing its recommendations to the Board of Appeals. The Board of Appeals shall not take final action on such application until it has received a report thereon from the Planning Board, or until said Planning Board has allowed sixty-five (65) days to elapse after receipt of such application without submission of a report. Said Planning Board report shall indicate the status of the proposed RMD's Environmental Impact and Design Review (EIDR) application which is required pursuant to Section 7.3 of this Bylaw. If the Board of Appeals shall vote to grant a RMD Special Permit prior to the Planning Board's issuance of an EIDR Approval for the RMD project, the Board of Appeals' decision shall be conditional upon the granting of such EIDR Approval by the Planning Board and subject to any conditions thereof.

7) Amend the Official Zoning Map to correct the depiction of the UAMUD (University Avenue Mixed Use Overlay) District by extending the delineation of UAMUD to cover a ~3,600 SF rear portion of a parcel of land on Whitewood Road near the intersection of the former Blue Hill Drive shown on

Annual Town Meeting Minutes

Assessor’s Parcel Map 33 as Lot 51, so that the Official Zoning Map is consistent with the previously adopted Master Development Plan referenced in Section 9.7 of the Zoning Bylaw, and to correct the depiction of zoning district boundaries to be coincidental with lot lines where appropriate, as shown on the revised Official Zoning Map dated May, 2016.

ARTICLE 29

The Finance and Warrant Commission recommended and the Town voted by a 2/3 vote in favor declared by the Moderator to approve certain amendments to the Westwood Zoning Bylaw Section 9.5.9.1 [Minimum Project Area] under the Flexible Multiple Use Overlay District (FMUOD-1) also known as the University Avenue Business District from 30 acres to 10 acres.

- 1) Amend Section 9.5.9 [Alternative Dimensions Table] to decrease the minimum project area in the FMUOD-1 from 30 acres to 10 acres by amending Section 9.5.9.1 to read as follows:

		FMUOD	FMUOD	FMUOD	FMUOD	FMUOD	FMUOD	FMUOD
		1	2	3	4	5	6	7
9.5.9.1	Minimum Project Area ¹	10 acres	5 acres	10 acres	5 acres	5 acres	1 acre	1 acre

- 2) Add a footnote to Minimum Project Area in Section 9.5.9.1 to read as follows, and renumber subsequent footnotes as appropriate:

- 1 Minimum project area shall include contiguous parcels and parcels separated by a roadway or railroad right-of-way that are effectively contiguous.

ARTICLE 30

The Finance and Warrant Commission recommended Indefinite Postponement of this article and the Town voted Unanimously in favor of Indefinite postponement, declared by the Moderator, to authorize the Board of Selectmen to take by eminent domain, for public safety purposes, pursuant to M.G.L.A chapter 79, a certain parcel of land shown as an extension of Dover Terrace on a “Plan of Birch Tree Drive”, E.W. Pilling, Engineer dated January 24, 1952, Book 3075, Page 402, being shown as Parcel 2 in a deed from Carol E. Chavetz to Shane Lawlor and Kathleen Lawlor on June 26, 2015 and recorded at the Norfolk County Registry of Deeds in Book 33252 at Page 539.

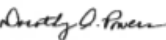
All Business on the Warrant having been acted upon, a motion was made and seconded to adjourn at 10:35 p.m.

***Articles 13 & 21 are Home rule petitions are pending approval by the Legislature.

***Articles 19, 20, 22 are General bylaw amendments pending approval by the Attorney General.

***Articles 23-29 are Zoning bylaw amendments pending approval by the Attorney General.

Attest:



Dorothy A. Powers, CMC, CMMC
Westwood Town Clerk

Annual Town Election Results

Tuesday April 26, 2016

ASSESSOR - For Three Years (1)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	128	204	156	141	629	29.26%
MICHAEL P. KRONE						
38 Storrow Circle - Candidate for re-election	373	448	422	276	1519	70.65%
All Others	0	0	2	0	2	0.09%
TOTAL	501	652	580	417	2150	100%
HOUSING AUTHORITY - FOR FIVE YEARS (1)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	125	204	166	146	641	29.81%
JULIET W. ONDERDONK						
28 Lynn Terrace - Candidate for Re-election	376	448	414	271	1509	70.19%
All Others	0	0	0	0	0	0.00%
TOTAL	501	652	580	417	2150	100%
LIBRARY TRUSTEE-For Three Years (2)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	300	430	406	331	1467	34.12%
JESSICA M. COLE						
23 Eastman Avenue	220	301	249	153	923	21.47%
PAUL T. FITZGERALD						
314 Dover Road	312	327	306	174	1119	26.02%
MAUREEN MURPHY VONEUW						
145 Locust Drive	169	246	198	173	786	18.28%
All Others	1	0	1	3	5	0.12%
TOTAL	1002	1304	1160	834	4300	100%
MODERATOR-For One Year (1)	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	123	188	168	140	619	28.79%
ALICE E. MOORE						
44 Whitney Avenue - Candidate for re-election	378	464	411	276	1529	71.12%
All Others	0	0	1	1	2	0.09%
TOTAL	501	652	580	417	2150	100%

Annual Town Election Results

PLANNING BOARD - For Three Years (2)		Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
	Blanks	310	441	327	242	1320	30.70%
	DAVID L. ATKINS, JR. 85 Parker Street	314	393	382	255	1344	31.26%
	BRIAN D. GORMAN 145 School Street	165	196	234	178	773	17.98%
	MICHAEL L. MCCUSKER 7 Whippoorwill Drive	213	274	217	155	859	19.98%
	All Others	0	0	0	4	4	0.09%
	<i>TOTAL</i>	<i>1002</i>	<i>1304</i>	<i>1160</i>	<i>834</i>	<i>4300</i>	<i>100%</i>
SCHOOL COMMITTEE - For Three Years (2)		Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
	Blanks	183	247	232	154	816	18.98%
	CAROL SUE LEWIS 47 Ellis Street - Candidate for re-election	297	339	310	138	1084	25.21%
	JOHN J. O'BRIEN, JR 91 Hawktree Drive - Candidate for re-election	177	211	251	266	905	21.05%
	ANTHONY "TONY" M. MULLIN 126 Pond Street	345	507	367	276	1495	34.77%
	All Others	0	0	0	0	0	0.00%
	<i>TOTAL</i>	<i>1002</i>	<i>1304</i>	<i>1160</i>	<i>834</i>	<i>4300</i>	<i>100%</i>
SELECTMAN - For Three Years (1)		Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
	Blanks	78	107	78	73	336	15.63%
	WILLIAM F. DELAY 148 School Street	115	125	229	194	663	30.84%
	JOHN M. HICKEY 82 Sexton Avenue	308	420	273	150	1151	53.53%
	All Others	0	0	0	0	0	0.00%
	<i>TOTAL</i>	<i>501</i>	<i>652</i>	<i>580</i>	<i>417</i>	<i>2150</i>	<i>100%</i>

Annual Town Election Results

SEWER COMMISSIONER - For Three Years (1)		Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
	Blanks	129	190	159	145	623	28.98%
	JAMES M. CONNORS						
	44 Whitney Avenue-Candidate for re-election	372	462	420	270	1524	70.88%
	All Others	0	0	1	2	3	0.14%
	TOTAL	501	652	580	417	2150	100%

	No. of Voters Registered	No. of Voters Who Voted	Percent
Precinct 1	2,755	501	18%
Precinct 2	2,767	652	24%
Precinct 3	2,746	580	21%
Precinct 4	2,543	417	16%
TOTAL	10,811	2150	20%

State Primary Results

Thursday September 8, 2016

Democratic Party

REPRESENTATIVE IN CONGRESS EIGHTH DISTRICT

	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	20	6	9	19	54	12.03%
STEPHEN F. LYNCH						
55 G. St., Boston	96	113	106	76	391	87.08%
Candidate for Re-nomination						
All Other Votes	1	2	1	0	4	0.89%
<i>TOTAL</i>	<i>117</i>	<i>121</i>	<i>116</i>	<i>95</i>	<i>449</i>	<i>100.00%</i>

COUNCILLOR SECOND DISTRICT

	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	15	25	22	17	79	17.59%
ROBERT L. JUBINVILLE						
487 Adams St., Milton	102	95	94	78	369	82.18%
Candidate for Re-nomination; Veteran						
All Other Votes	0	1	0	0	1	0.22%
<i>TOTAL</i>	<i>117</i>	<i>121</i>	<i>116</i>	<i>95</i>	<i>449</i>	<i>100%</i>

SENATOR IN GENERAL COURT NORFOLK & SUFFOLK DISTRICT

	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	11	21	17	14	63	14.03%
MICHAEL F. RUSH						
65 Cass St., Boston Veteran	105	99	98	81	383	85.30%
All Other Votes	1	1	1	0	3	0.67%
<i>TOTAL</i>	<i>117</i>	<i>121</i>	<i>116</i>	<i>95</i>	<i>449</i>	<i>100%</i>

REPRESENTATIVE IN GENERAL COURT ELEVENTH NORFOLK DISTRICT

	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	9	15	9	7	40	8.91%
PAUL McMURTRY						
7 South Stone Mill Dr.,Dedham	107	106	106	88	407	90.65%
Current State Representative						
All Other Votes	1	0	1	0	2	0.45%
<i>TOTAL</i>	<i>117</i>	<i>121</i>	<i>116</i>	<i>95</i>	<i>449</i>	<i>100%</i>

State Primary Results *Annual Report*

SHERIFF NORFOLK COUNTY	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	16	18	15	11	60	13.36%
MICHAEL G. BELLOTTI 33 Bayberry Rd., Quincy	100	103	101	84	388	86.41%
All Other Votes	1	0	0	0	1	0.22%
<i>TOTAL</i>	<i>117</i>	<i>121</i>	<i>116</i>	<i>95</i>	<i>449</i>	<i>100%</i>

COUNTY COMMISSIONER	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
NORFOLK COUNTY						
Blanks	68	82	63	52	265	29.51%
FRANCIS W. O'BRIEN 1000 Presidents Way, Dedham Present Norfolk County Commissioner	96	86	92	81	355	39.53%
JOSEPH P. SHEA 6 Heritage Rd., Quincy Present Norfolk County Commissioner	69	74	77	57	277	30.85%
All Other Votes	1	0	0	0	1	0.11%
<i>TOTAL</i>	<i>234</i>	<i>242</i>	<i>232</i>	<i>190</i>	<i>898</i>	<i>100%</i>

REPUBLICAN PARTY

REPRESENTATIVE IN CONGRESS	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
EIGHTH DISTRICT						
Blanks	1	1	6	2	10	5.85%
WILLIAM BURKE 64 Bromfield St., Quincy	42	33	47	39	161	94.15%
All Other Votes	0	0	0	0	0	0.00%
<i>TOTAL</i>	<i>43</i>	<i>34</i>	<i>53</i>	<i>41</i>	<i>171</i>	<i>100%</i>

COUNCILLOR SECOND DISTRICT	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	1	4	9	4	18	10.53%
BRAD WILLIAMS 29 Furbush Rd., Boston	42	28	44	37	151	88.30%
All Other Votes	0	2	0	0	2	1.17%
<i>TOTAL</i>	<i>43</i>	<i>34</i>	<i>53</i>	<i>41</i>	<i>171</i>	<i>100%</i>

State Primary Results *Annual Report*

SENATOR IN GENERAL COURT NORFOLK & SUFFOLK		Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
	Blanks	43	34	52	41	170	99.42%
	All Other Votes	0	0	1	0	1	0.58%
	<i>TOTAL</i>	<i>43</i>	<i>34</i>	<i>53</i>	<i>41</i>	<i>171</i>	<i>100%</i>
REPRESENTATIVE IN GENERAL COURT ELEVENTH NORFOLK DISTRICT		Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
	Blanks	43	34	52	41	170	99.42%
	All Other Votes	0	0	1	0	1	0.58%
	<i>TOTAL</i>	<i>43</i>	<i>34</i>	<i>53</i>	<i>41</i>	<i>171</i>	<i>100%</i>
SHERIFF NORFOLK COUNTY		Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
	Blanks	43	32	53	41	169	98.83%
	All Other Votes	0	2	0	0	2	1.17%
	<i>TOTAL</i>	<i>43</i>	<i>34</i>	<i>53</i>	<i>41</i>	<i>171</i>	<i>100%</i>
COUNTY COMMISSIONER NORFOLK COUNTY		Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
	Blanks	86	65	106	82	339	99.12%
	All Other Votes	0	3	0	0	3	0.88%
	<i>TOTAL</i>	<i>86</i>	<i>68</i>	<i>106</i>	<i>82</i>	<i>342</i>	<i>100%</i>
GREEN-RAINBOW REPRESENTATIVE IN CONGRESS EIGHTH DISTRICT		Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
	Blanks	0	0	0	0	0	N/A
	All Other Votes	0	0	0	0	0	N/A
	<i>TOTAL</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>N/A</i>
COUNCILLOR SECOND DISTRICT		Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
	Blanks	0	0	0	0	0	N/A
	All Other Votes	0	0	0	0	0	N/A
	<i>TOTAL</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>N/A</i>

State Primary Results *Annual Report*

**SENATOR IN GENERAL COURT
NORFOLK & SUFFOLK**

	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	0	0	0	0	0	N/A
All Other Votes	0	0	0	0	0	N/A
<i>TOTAL</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>N/A</i>

**REPRESENTATIVE IN GENERAL
COURT
ELEVENTH NORFOLK DISTRICT**

	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	0	0	0	0	0	N/A
All Other Votes	0	0	0	0	0	N/A
<i>TOTAL</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>N/A</i>

**SHERIFF
NORFOLK COUNTY**

	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	0	0	0	0	0	N/A
All Other Votes	0	0	0	0	0	N/A
<i>TOTAL</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>N/A</i>

**COUNTY COMMISSIONER
NORFOLK COUNTY**

	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	0	0	0	0	0	N/A
All Other Votes	0	0	0	0	0	N/A
<i>TOTAL</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>N/A</i>

UNITED INDEPENDENT

**REPRESENTATIVE IN CONGRESS
EIGHTH DISTRICT**

	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	0	0	0	0	0	N/A
All Other Votes	0	0	0	0	0	N/A
<i>TOTAL</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>N/A</i>

**COUNCILLOR
SECOND DISTRICT**

	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	0	0	0	0	0	N/A
All Other Votes	0	0	0	0	0	N/A
<i>TOTAL</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>N/A</i>

State Primary Results *Annual Report*

**SENATOR IN GENERAL COURT
NORFOLK & SUFFOLK**

	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	0	0	0	0	0	N/A
All Other Votes	0	0	0	0	0	N/A
<i>TOTAL</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>N/A</i>

**REPRESENTATIVE IN GENERAL
COURT
ELEVENTH NORFOLK DISTRICT**

	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	0	0	0	0	0	N/A
All Other Votes	0	0	0	0	0	N/A
<i>TOTAL</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>N/A</i>

**SHERIFF
NORFOLK COUNTY**

	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	0	0	0	0	0	N/A
All Other Votes	0	0	0	0	0	N/A
<i>TOTAL</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>N/A</i>

**COUNTY COMMISSIONER
NORFOLK COUNTY**

	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL	TOTAL
Blanks	0	0	0	0	0	N/A
All Other Votes	0	0	0	0	0	N/A
<i>TOTAL</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>N/A</i>

Precinct	Registered	Voted	
1	2,798	160	5.72%
2	2,801	155	5.53%
3	2,746	169	6.15%
4	2,597	136	5.24%
TOTAL	10,942	620	
TOTAL PERCENTAGE OF VOTERS: 5.67%			

State Election Results – *The Town of Westwood*

Tuesday November 8, 2016

ELECTORS OF PRESIDENT AND VICE PRESIDENT	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL
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Blanks	53	44	61	49	207
CLINTON and KAINE- Democratic	1410	1400	1381	1128	5319
JOHNSON and WELD - Libertarian	125	122	120	93	460
STEIN and BARAKA - Green-Rainbow	25	18	22	28	93
TRUMP and PENCE - Republican	789	809	731	889	3218
McMullin and Johnson	5	7	6	1	19
Miscellaneous Write-ins	42	43	49	44	178
<i>TOTAL</i>	<i>2449</i>	<i>2443</i>	<i>2370</i>	<i>2232</i>	<i>9494</i>

REPRESENTATIVE IN CONGRESS - EIGHT DISTRICT	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL
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Blanks	138	111	121	138	508
STEPHEN F. LYNCH - Democratic 55 G. St., Boston	1490	1555	1461	1355	5861
WILLIAM BURKE - Republican 64 Bromfield St., Quincy	821	771	784	739	3115
Miscellaneous Write-ins	0	6	4	0	10
<i>TOTAL</i>	<i>2449</i>	<i>2443</i>	<i>2370</i>	<i>2232</i>	<i>9494</i>

COUNCILLOR - SECOND DISTRICT	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL
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Blanks	326	315	324	290	1255
ROBERT L. JUBINVILLE - Democratic 487 Adams St., Milton	1184	1189	1106	1055	4534
BRAD WILLIAMS- Republican 24 Furbush Rd., Boston	939	935	938	887	3699
<i>TOTAL</i>	<i>2449</i>	<i>2443</i>	<i>2370</i>	<i>2232</i>	<i>9494</i>

State Election Results – *The Town of Westwood*

SENATOR IN GENERAL COURT

NORFOLK & SUFFOLK DISTRICT	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL
Blanks	764	776	757	702	2999
MICHAEL F. RUSH - Democratic 65 Cass St., Boston	1671	1658	1603	1517	6449
Miscellaneous Write-ins	14	9	10	13	46
<i>TOTAL</i>	<i>2449</i>	<i>2443</i>	<i>2370</i>	<i>2232</i>	<i>9494</i>

REPRESENTATIVE IN GENERAL COURT

ELEVENTH NORFOLK DISTRICT	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL
Blanks	762	754	740	667	2923
PAUL McMURTRY - Democratic 7 South Stone Mill Dr., Dedham	1676	1677	1622	1553	6528
Miscellaneous Write-ins	11	12	8	12	43
<i>TOTAL</i>	<i>2449</i>	<i>2443</i>	<i>2370</i>	<i>2232</i>	<i>9494</i>

SHERIFF	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL
Blanks	736	764	735	682	2917
MICHAEL G. BELLOTTI - Democratic 33 Bayberry Rd., Quincy, Dedham	1700	1674	1629	1543	6546
Miscellaneous Write-ins	13	5	6	7	31
<i>TOTAL</i>	<i>2449</i>	<i>2443</i>	<i>2370</i>	<i>2232</i>	<i>9494</i>

COUNTY COMMISSIONER - NORFOLK COUNTY	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL
Blanks	2661	2668	2620	2473	10422
FRANCIS W. O'BRIEN - Democratic 1000 Presidents Way, Dedham	1521	1508	1436	1403	5868
JOSEPH P. SHEA - Democratic 6 Heritage Rd., Quincy	702	704	681	579	2666
Miscellaneous Write-ins	14	6	3	9	32
<i>TOTAL</i>	<i>4898</i>	<i>4886</i>	<i>4740</i>	<i>4464</i>	<i>18988</i>

State Election Results – *The Town of Westwood*

**REGIONAL
VOCATIONAL SCHOOL
COMMITTEE**

BLUE HILLS (4 YEARS) HOLBROOK	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL
Blanks	2439	2420	2359	2232	9450
Miscellaneous Write-ins	10	23	11	0	44
<i>TOTAL</i>	<i>2449</i>	<i>2443</i>	<i>2370</i>	<i>2232</i>	<i>9494</i>
BLUE HILLS (4 YEARS) MILTON	Pct.1	Pct.2	Pct.3	440	TOTAL
Blanks	1108	1160	1127	1040	4435
FESTUS JOYCE - 104 Washington St., Milton	1340	1282	1232	1185	5039
Miscellaneous Write-ins	1	1	11	7	20
<i>TOTAL</i>	<i>2449</i>	<i>2443</i>	<i>2370</i>	<i>2232</i>	<i>9494</i>
BLUE HILLS (4 YEARS) NORWOOD	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL
Blanks	1051	1073	1056	964	4144
KEVIN L. CONNOLLY - 44 Nahatan St., Norwood	1396	1370	1309	1262	5337
Miscellaneous Write-ins	2	0	5	6	13
<i>TOTAL</i>	<i>2449</i>	<i>2443</i>	<i>2370</i>	<i>2232</i>	<i>9494</i>
BLUE HILLS (4 YEARS) RANDOLPH	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL
Blanks	1132	1193	1164	1069	4558
MARYBETH E. NEAREN - 193 Union St., Randolph	1316	1250	1198	1155	4919
Miscellaneous Write-ins	1	0	8	8	17
<i>TOTAL</i>	<i>2449</i>	<i>2443</i>	<i>2370</i>	<i>2232</i>	<i>9494</i>

State Election Results – *The Town of Westwood*

BLUE HILLS (4 YEARS) WESTWOOD	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL
Blanks	752	724	787	694	2957
CHARLES FLAHIVE - 21 Glen Rd., Westwood	1213	1260	1167	1138	4778
LINDA M. RADZILLA - 1391 High Street, Westwood	483	459	411	398	1751
Miscellaneous Write-ins	1	0	5	2	8
<i>TOTAL</i>	<i>2449</i>	<i>2443</i>	<i>2370</i>	<i>2232</i>	<i>9494</i>

**QUESTION 1 LAW
PROPOSED BY
INITIATIVE PETITION**

Expanded Slot-Machine Gaming	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL
Blanks	108	83	101	107	399
YES VOTE	673	699	631	697	2700
NO VOTE	1668	1661	1638	1428	6395
<i>TOTAL</i>	<i>2449</i>	<i>2443</i>	<i>2370</i>	<i>2232</i>	<i>9494</i>

**QUESTION 2 LAW
PROPOSED BY
INITIATIVE PETITION**

Charter School Expansion	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL
Blanks	54	50	65	64	233
YES VOTE	1134	915	1085	931	4065
NO VOTE	1261	1478	1220	1237	5196
<i>TOTAL</i>	<i>2449</i>	<i>2443</i>	<i>2370</i>	<i>2232</i>	<i>9494</i>

**QUESTION 3 LAW
PROPOSED BY
INITIATIVE PETITION**

Conditions for Farm Animals	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL
Blanks	62	55	61	66	244
YES VOTE	1887	1840	1777	1675	7179
NO VOTE	500	548	532	491	2071
<i>TOTAL</i>	<i>2449</i>	<i>2443</i>	<i>2370</i>	<i>2232</i>	<i>9494</i>

**QUESTION 4 THIS
QUESTION IS NOT
BINDING**

Legalization, Regulation, and Taxation of Marijuana	Pct.1	Pct.2	Pct.3	Pct.4	TOTAL
Blanks	37	32	43	42	154
YES VOTE	1044	1033	935	883	3895
NO VOTE	1368	1378	1392	1307	5445
<i>TOTAL</i>	<i>2449</i>	<i>2443</i>	<i>2370</i>	<i>2232</i>	<i>9494</i>

Report of the School Committee (Staff)

Westwood School Committee 120th *Annual Report*

SCHOOL COMMITTEE

Mrs. Josepha A. Jowdy,	Chairman	Term Expires April 2017
Mrs. Carol S. Lewis,	Vice-Chairman	Term Expires April 2019
Mr. Brian T. Kelly,	Clerk	Term Expires April 2018
Mr. Charles Donahue		Term Expires April 2017
Mr. Anthony Mullin		Term Expires April 2019

ADMINISTRATION

John J.	Antonucci,	Superintendent of Schools
Emily	Parks,	Assistant Superintendent
Glen	Atkinson,	Elementary Student Services Department Head
Lisa	Freedman	Elementary Student Services Department Head
Abby	Hanscom,	Director of Student Services
Steve	Ouellette,	Director of Technology, Learning and Innovation
Heath	Petracca,	Director of Business & Finance

SCHOOL HEALTH

Karen	Poreda,	R.N. High School
Eileen	McCarthy-Galvin,	R.N. High School
Terri	Sweeney,	R.N. Middle School
Patricia	DeAngelis,	R.N. Deerfield School
Ellen	Nadeau,	R.N. Downey School
Celeste	Mahoney,	R.N. Martha Jones School
Leslie	Davie,	R.N. Paul Hanlon School
Lori	Brown,	R.N. Sheehan School
Andrea	Clifford,	R.N. Preschool
Paul	Lilla	Athletic Trainer

WESTWOOD PUBLIC SCHOOLS STAFF

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>POSITION</u>	<u>DEGR EE</u>	<u>YRS.IN WEST-WOOD</u>	<u>TOTAL YRS.</u>	<u>EDUCA-TION</u>
Antonucci,	John J.	Superintendent	B.A., M.B.A., Ed.D	12	21	Tufts, Boston University, Northeastern, University of Mass
Parks,	Emily	Assistant Superintendent	B.A.M. Ed	23	23	Harvard University

Directors/Coordinators

Atkinson,	Glen	Elementary SPED Dept. Head	B.S., M.Ed., Ph.D.	12	28	University of Mass., University of CT., Suffolk
Brunelli,	Cynthia	Out-of-District Coordinator	B.S., M.Ed.	8	29	Fitchburg State College
Freedman,	Lisa	Elementary SPED Dept. Head	B.A., M.Ed.	16	16	Lesley, University of PA
Hanscom,	Abigail	Director of Student Services	B.A., M.Ed., MSW, C.A.G. S.	6	22	Boston University, University of Massachusetts
Ouellette,	Steve	Director of Technology	B.S.,M .A.T.	10	24	Boston Univ.,WPI
Petracca,	Heath	Director of Buisness & Finance	B.S., M.B.A.	17	20	University of MA. of MA.
Sherr,	Jonas	Professional Development	B.A., M.Ed.	15	15	Bates College, Tufts

Special Needs Staff

Anderson,	Dianne	Occupational Therapist	B.S.	27	28	Boston University
Arscott,	Deborah	Physical Therapy	B.S.	18	40	Boston University
Bengel,	Joanna	Social Worker	B.A., M.S.W .	1	7	Simmons, Emory University
Bergiel,	Lauren	Special Needs	B.A.,M .Ed.	15	15	Boston College
Berkowitz,	Melissa	Psychologist	B.A., M.A.	10	22	Hobart & William College, Tufts

Westwood School Committee 120th *Annual Report*

Berne,	Eve	Speech	B.A., M.S., M.A.	1	4	Oberlin, Tufts, MGH Institute of Health
Bowes,	Laura	Speech	B.S.,M .S.	9	12	College of the Holy Cross, MGH Institute for Health
Breen,	Maria	Special Needs	B.S., M.Ed	2	2	Northeastern, American International College
Brody,	Rebecca	Psychologist	B.S., M.A., Ph.D.	15	21	Union College, Tufts, North Central University
Buckley,	Elizabeth	Special Needs	B.Ed., M.Ed.	1	11	Providence College, Cambridge College
Cataldo,	Jessica	Psychologist	B.A., M.S. C.A.G. S.	8	11	Northeastern University, Fairfield University
Cecere,	Bridget	ED/BD	B.A., M.A., M.Ed.	11	19	S.U.N.Y., University of MA.,
Collins,	Denise	Special Needs	B.S., M.Ed.	13	22	Bridgewater State, Pennsylvania State University of Hartford
Coronel,	Kara	Speech Therapist	B.S.,M .S.	1	3	Bridgewater, Northeastern
Corrigan,	Jennifer	Special Needs	B.A., M.Ed.	18	23	Providence, Framingham
Danforth,	Thomas	Psychologist	B.A., M.A., Ph.D.	12	26	Boston College,Hamilton College
DiNatale,	Joanne	Psychologist	B.A., M.S. Ph.D.	12	20	Hofstra Univ., St. John's University, Alfred Univ.
Dorman,	Claire	Special Needs	B.A., M.A.	7	8	Merrimack College
Eaton,	Lauren	Special Needs	B.S., M.Ed.	18	19	Simmons, Brandeis
Fabiano,	Robin	Director Of SPED 9-12	B.A.,M .A., C.A.G. S.	5	20	Univ. of MA, Simmons College, University of AZ
Fass,	Lisa	Occupational Therapist	B.S., M.S.	12	12	Boston University, Tufts

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Feeley,	Amy	Special Needs	B.A., M.Ed.	19	19	Boston College, Framingham State College
Finnerty,	Dawn	Special Needs	B.S., M.Ed.	6	20	Bridgewater State, Cambridge College
Goldstein,	Cheri	Special Needs	B.A., M.A., C.A.G. S., M.Ed.	12	22	Harvard, Univ. of Mass.
Gopin,	Candice	Speech Therapist	B.S.	14	17	Boston University
Graichen,	Edith	Director of SPED 6-8	B.S., M.S., C.A.G. S.	3	22	UNH, Boston University
Houston,	Paul	Special Needs	B.A., M.A.	13	14	Univ. of Notre Dame, Seattle University
Howe,	Janine	BCBA B.S.,	M.S.	1	7	Mary Washington College, Northeastern
Kessel,	Emily	Special Needs	B.S., M.Ed	1	2	Lesley, Stonehill
Kilroy,	Julie	Special Needs	B.S., M.S.	1	6	Simmons, Salve Regina, Western N.E. University
Kimbar,	Whitney	Psychologist	B.A., M.A.	5	5	Suffolk University, Tufts
Kuklantz,	Matthew	Psychologist	B.A., M.S., C.A.G. S.	9	15	Boston University, Northeastern University
Lader,	Sheera	Speech	B.A.,M .S.	18	28	University of MA., Northeastern
Longoria,	Elizabeth	Special Needs	B.A., M.S.	17	20	Simmons, St. Edward's University
Lund,	Patricia	Special Needs	B.S., M.Ed.	25	29	Bridgewater State, Lesley
MacDonald,	Lisa	Special Needs	B.S., M.Ed.	5	17	Rhode Island College, Endicott College, Johnson & Wales Univ.
Malatesta,	Nancy	Psychologist	B.A., M.A., C.A.G. S.	5	18	Boston State, Northeastern, University of MA

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Mansour,	Tara	Occupational Therapist	B.S., M.S.	5	5	University of CT., Tufts
Maxwell,	Jennifer	Special Needs	B.A., M.Ed.	1	2	University of MA., Lesley
McGee	Breanna	Special Needs	B.A., M.S.	1	5	S.U.N.Y., Simmons
McNabb,	Daniel	Special Needs	B.S., M.Ed.	13	19	Fitchburg State College
Mehigan,	Seamus	Special Needs	B.A. M.Ed.	7	7	University of Vermont, Bridgewater State College
Menghi,	Edward	Special Needs	B.A., M.S.	10	14	University of CT.,Whelock
Mulhern,	Margaret	Special Needs	B.A., M.Ed.	2	2	Saint Michael's College, Lesley
Noland,	Emily	Speech	B.A., M.S.	8	8	Wellesley College, MGH Institute of Health Professions
Novick,	Shannon	Special Needs	B.A., M.Ed.	4	17	Boston College
O'Connell,	Kristal	Psychologist B.A.,	M.Ed.	9	12	University of Vermont, College of William & Mary
Peters,	Elizabeth	Special Needs	B.A., M.A.	12	13	Providence College, Framingham State College
Poppenga,	Ann	Behavior Specialist	B.A., M.S.	7	18	Keene State College, Simmons College
Porrazo,	Haley	Special Needs	B.S., M.Ed	3	11	Ohio State U., Penn State U., Univ. Of Pittsburgh
Pugliesei,	Jessica	Special Needs	B.S., M.Ed.	2	6	Univ. Of Massachusetts, Endicott
Schulte,	Marybeth	Special Needs	B.S., M.Ed.	16	16	Boston College, St. Joseph's University
Scully,	Matthew	Special Needs	B.S., M.S.	1	5	Penn State, Simmons
Shores,	Patricia	Speech	B.S., M.A.	15	32	Elmira College,S.U.N.Y.
Spigulis- DeSnyder,	Anita	Special Needs	B.A., M.S.	9	9	Trinity College, Framingham State College

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ST. Martin	Steven	Special Needs	B.S., M.Ed.	6	15	Assumption College, Salem State
Tannenbaum,	Lisa	Special Needs	B.A., M.S.	6	12	Hamilton College, Wheelock
Tarrant,	Paige	Special Needs	B.S.	2	2	Boston University
Teebagy,	Joan	Special Needs	B.A., B.Ed., M.S.	18	27	Brock Univ.,S.U.N.Y. at Buffalo
Tucceri,	Sharyn	Speech	B.A., M.S.	9	17	Tufts, Wheelock, MGH Institute of Health
Turcotte- Shamski,	William	Special Needs	B.A., M.A.	4	13	Fitchburg State University
Vanaria,	James	Special Needs	B.A., M.A.	3	3	Bentley College, Lesley Univ.
Wallach,	Jocelynn	Occupational Therapist	B.A., M.A.	19	24	S.U.N.Y. at Binghamton, Virginia Commonwealth College
Weimar,	Ashley	Behavior Specialist	B.A., M.S.	1	4	S.U.N.Y., Northeastern
West,	Eileen	Special Needs	B.S., M.S.	13	17	Bridgewater State, Simmons
Williamson,	Nancy	Speech & Hearing	B.A., M.Ed.	24	28	Northeastern, South Connecticut State Univ.

WESTWOOD HIGH SCHOOL STAFF

Bevan,	Sean	Principal	B.A., M.A.,	8	15	LaSalle Univ., Temple Univ.
Haberman,	Nicole	Asst. Principal	B.A., M.A., M.Ed.	2	14	College of Charleston, Middlebury, Harvard
Davenport,	Amy	Dean of Students	B.A., M.A.	11	11	Boston College
Goodloe,Sheryl	METCO	Director	B.A., M.Ed.	24	26	Claflin College, Antioch, Northeastern Univ.
Abbot,	Jenna	Soial Studies	B.S.	2	2	Boston University

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Altenbach,	Jenna	Spanish	B of Music, M of Music	1	6	Northwestern, New York University, Universidad Complutense, Indiana U,
Armstrong,	Erin	Science	B.A., M.A.	4	4	Worcester Polytech, B.U.
Aykanian,	Nancy	Foreign Language	B.A., M.A.	10	15	University of CA., Wellesley College
Bafumi,	Katrina	English	B.A., M.Ed.	3	10	University of Connecticut
Baylor,	Brian	Mathematics	B.A.	19	19	Wesleyan University
Bean,	Douglas	Science	B.S., M.A.T.	10	13	SUNY at Cortland, Iona
Bowe,	Maryanne	Guidance	B.A., M.S., M.S., M.S.	15	21	University of Rochester, Bentley, Northeastern, Boston College
Brackman,	Karen	English	B.A., M.Ed.	16	19	Harvard, Bridgewater State, Oxford University
Bresnick,	Helena	English	B.A., M.A.T. M.A.,	7	18	Clark University, U. of Mass.
Briggs,	Leslie	English	B.A., M.Ed.	1	5	Vassar, Harvard
Cable,	Susan	Physics	B.S., M.S.	10	24	UNH, Bridgewater State
Chaloff,	Pauline	Social Studies	B.S., M.A.	1	9	Brandeis, University of Maine
Chant,	Tim	Physical Ed.	B.S.	11	11	University of Vermont
Chu,	Christine	Social Studies	B.A.	7	12	Wellesley College, Boston College
Clifford,	Katherine	Mathematics	B.A., M.A.	7	7	College of the Holy Cross, Bridgewater State, Loyola
Cote,	Heather	Director of Performing Arts	B.Mus c M. Music D.Ed.	15	15	U. of Hartford, Emerson, Boston University
DeLeon,	Andrea	Spanish	B.A., M.A.	9	19	University of Massachusetts,

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Donahue,	Alison	Social Studies	B.A., M.A.	18	18	Boston College, Univ. of MA Universidad Complutense
Dyson,	David	Music	B.F.A.	1	1	University of MA
Egan,	Katherine	English	B.A., M.A.	2	5	Providence, U.R.I.
Fatcheric,	Heather	Social Studies	B.A., M.A.	1	2	University of MA.
Ferguson,	Tanya	Mathematics Dept. Chair	B.S., M.A.	12	16	Columbia University, Univ. of Massachusetts
Flynn,	Robert	Mathematics	B.A.	1	1	Assumption College
Fredrickson,	David	Guidance	B.S., M.Ed.	6	19	University of Hartford, Cambridge College
Gillis,	Matthew	Athletic Director	B.A., M.Ed.	25	25	Bridgewater State
Goldman,	Robert	Music	B.A., B.S.	6	15	Berklee College of Music
Green,	Rebecca	Science Dept. Chair	B.A., M.Ed.	3	14	Smith College, Eastman School of Music, Union Vermont College
Gulla-Devaney,	Rebecca	English	B.S.	4	4	Boston University
Harackiewicz,	Lucy	Art	B.F.A., M.S.	9	16	Tufts University, Mass. College of Art, Cornell U.
Hebner,	Michelle	Physical Ed.	B.S., M.Ed.	19	19	Westfield, Fresno State Univ.
Higgins,	Caroline	Guidance	B.A., C.A.S.	9	12	Boston College, Harvard
Hilton,	Christoph er	Social Studies Dept. Head	B.A., M.A.	6	12	Georgetown, Boston University
Holmes,	Kate	English Dept. Head	B.A., M.Ed.	2	13	University of Massachusetts
Houston,	Liza	Art	B.F.A.	15	15	Rhode Island School of Design
Howard,	James	Performing Arts	B.S., M.Ed.	14	18	Emerson College
Jellinghaus,	Kathryn	Art	M.A., B.A.,B. F.A., M.F.A.	6	17	Stanford Univ., National Academy of Art, Bulgaria

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Jibson,	Daniel	Physics	B.A., M.A.T.	6	6	Brigham Young Univ., Boston University
Keene,	Nathan	Mathematics	B.A., M.A.	8	9	Rhode Island College
Kermond	Richard	Social Studies	B.A., M.S., M.A.	2	3	Trinity College, Univ. of Maryland, Georgetown, University of MA.
Kilroy,	Kara	Guidance	B.A., M.Ed.	5	10	College of the Holy Cross, Univ. Of MA., Cambridge College
Kop,	Milton	Mathematics	B.S., M.Ed.	13	29	Harvard, Creighton Univ.
Lee,	Kathy	Foreign Lang. Dept. Head	B.A., M.A., M.Phil. , Ph.D.	7	16	Penn State, Yale University
Lilla,	Paul	Athletic Trainer	B.S., M.S.	15	15	Boston University, Bridgewater State
Lipsitz,	Claire	English	B.A., M.A.	7	7	University of Connecticut
Looney,	James	Science/Math	B.A.	3	3	Harvard University
MacEachern,	Suzanne	Biology	B.A., M.A.T.	7	7	Wheaton College, Boston University
Madera,	Raul	Physics	B.S.	1	1	M.I.T.
Mao,	Michael	Mathematics	B.S., M.S.	18	19	Rennesselear, Northeastern
McCarthy- Galvin,	Eileen	Nurse	B.S.N., M.S.N. F.P.N.	5	18	College of Mt. St. Vincent, Hunter College, Pace Univ.
McEachern,	Brian	Social Studies	B.A., M.A.	10	14	Holy Cross, Bridgewater, Univ. of Massachusetts
McGarey,	Thomas	Mathematics	B.A., M.P.A.	13	14	Washington University, New York University, U. of Cincinnati
McGrath,	Ashley	Mathematics	B.A., M.A.	13	15	College of the Holy Cross, Framingham State, Fitchburg
McGunagle,	Mark	English	B.A., M.Ed.	13	13	Boston College, Fairfield
McMahon,	Christine	Science	B.S., M.Ed.	2	14	Stonehill, Cambridge College

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Medsker,	Lynn	Director of Guidance	B.A., M.Ed.	17	24	Univ. of Maine, Univ. of San Diego
Mehigan,	Brianne	Math	B.A., M.Ed.	10	18	Emmanuel College, Providence
Miller,	Emily	Science	B.S., Ph.D.	8	8	University of MA., M.I.T.
Misuta,	Mary Alice	Instructional Technology	B.S., M.Ed.	21	25	Boston College, Northeastern U.
O'Meara,	Kayla	French	B.A., M.A.	1	1	UNH, Univ. of Massachusetts
Parrish,	Mark	Physics	B.S., M.A.	5	18	Duke, Univ. of Michigan
Patton,	Sally	Social Studies	B.A., M.A.	3	3	Ohio State University, Brown
Percy,	Elizabeth	Librarian	B.F.A., M.Ed., M.S.	12	14	Lesley, Simmons, Rhode School of Design
Petrelli,	Steven	English	B.A., M.A.	1	1	Bridgewater State University
Poreda,	Karen	Nurse	B.S., R.N.	21	21	West Texas A & M Univ.
Rocha,	Corey	Social Studies	B.A., M.A.	10	20	University of MA, Providence College
Rycroft,	Nathan	Chemistry	B.S., M.A., Ph. D	2	2	Old Dominion University, Boston University
Schwanbeck	Gregory	Physics	B.S., B.S. M.Ed.	9	13	Union College, Harvard
Sherr,	Jonas	Social Studies	B.A., M.Ed.	15	15	Bates College, Tufts
Shuman,	Brian	Social Studies	B.A., M.A.	12	12	Bowdoin College, Tufts
Sklarwitz,	Ann Marie	Foreign Language	B.A., M.A.	15	15	Amherst College, Suffolk, Framingham State
Spollen,	Lisa	Mandarin	B.A., M.A., M.B.A.	4	9	Colby College, Columbia U., Monterey Institute
Steen,	Katherine	Spanish	B.A., M.A.	1	6	Gettysburg College, Middlebury
Taylor,	Christoph er	Chemistry	B.A.	2	5	Rowan University, University of Maryland, Univ. of PA.

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Testa,	Katelyn	Spanish	B.S., M.A.	11	11	Fairfield University, St. Louis University, Framingham
Thurston,	Kathryn	Art Director	B.A., M.A.	15	17	Framingham State, Bridgewater State
Whelan,Caitlin	English		B.A., M.A., M.S.	16	17	Boston College, Fairfield, Miami University
Wilson,	Angela	English	B.A., M.A.	12	18	Clark University
Wright,	Fritha	English	B.A., M.A.	1	1	Colby, Brown University
Zarrow,	Edward	Latin	B.A., M.S.T., M.A., Ph.D.	10	14	Boston College, Oxford, Yale

MIDDLE SCHOOL STAFF

Borchers,	Allison	Principal	B.A., M.Ed.	19	19	Harvard, Lesley
Grady,	Kyle	Asst. Principal	B.A., M.A.	5	11	Earlham College, Tufts
Ballard,	Kathryn	Grade 6	B.S. M.A.	21	22	Lesley, Skidmore
Bolger,Cathleen	Library/ Media		B.A. M.Ed	23	31	Bridgewater, Emmanuel
Bova,	Robin	Social Studies	B.A., M.A.	12	13	Tufts University
Bridgham,	Emily	English	B.A., M.A.	3	16	UNH, Univ. of Michigan
Burke,	Melissa	Adjustment Counselor	B.A., M.Ed.	2	3	Cambridge College, Bridgewater
Bushey,	Austin	Guidance	B.A., M.A.	8	8	SUNY, Suffolk University
Cohutt	Anthony	Science	B.A. M.A.	15	18	Simmons, Univ. of MA
Collier,	Justyne	English	B.A., M.A.	2	2	Simmons, Colby- Sawyer
Donovan,	Marian	Mathematics	B.A. M.A.	20	20	Emmanuel, Simmons, Fitchburg State
Durant,	Christina	ELL	B.A., M.A.	5	14	University of Michigan

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Finegold,	Stephanie	Science	B.A., B.S., M.Ed.	1	10	University of MA., University North Carolina
Frankenfield,	T. Andrew	Social Studies	B.S., M.Ed.	22	23	Harvard, Penn. State
Franklin-Briggs,	Jo-Ellen	Grade 6	B.A. M.A.	28	32	Smith College, Lesley, Univ. of Mass., Salem State
Hanley,	Jennifer	Math	B.S., M.B.A.	2	5	U.R.I., Lesley, Boston Univ., Bridgewater State
Harrison,	Christy	Math	B.A., M.A.	12	12	Boston College, Framingham State College, Bridgewater
Hochman,	Peter	Physical Ed.	B.S., M.S.	10	18	SUNY at Cortland
Iden,	Jenna	English	B.A., M.A.T.	2	2	Amherst, Brown
Johnson,	Naida	Science	B.A.	11	21	Connecticut College
Kalman	Abbey	English	B.A., M.A.	1	4	Univ. of VT, Dickinson College
Kiernan,	Daniel	Science	B.S., M.A.	13	18	UNH
Kulick,	Neil	English	B.A. M.ED J.D.	23	23	Harvard, Yale
Lamb,	David	Science	B.S., M.A.T.	3	4	University of Michigan
Lawlor,	Joseph	English	B.A., B.A. M.A.	13	15	State University College At Oswego, Univ. of MA.
Legere,	Diana	Music	B of Music	24	24	Univ. of Lowell, Boston University
Lucash,	Seth	Social Studies	B.A., M.A.	4	5	Simmons College, S.U.N.Y.
Mathur,	Parul	Consumer Sciences	B.S., M.S.	6	13	Delhi University
McCarthy,	Michael	Science	B.S.	16	21	U. of Massachusetts
McGrail,	Kristin	Spanish	B.A., M.A.	4	9	Bates College, Univ. of MA
McHugh,	Michelle	Mathematics	B.A. M.A.	18	18	Providence College, University of MA

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Moore,	Paula	Computer Inst.	B.A., M.Ed	1	10	Clark, Lesley, Framingham State
Morrell,	Andrea	Math/Science	B.A. M. Ed	8	9	Boston University, U. of Mass
Murphy,	Jesse	ITC	M.Ed., Pd.D B.A.,	3	6	Swarthmore, Univ. of Oregon, Univ. of Virginia
O'Brien,	Lily	French	B.A.	2	2	Beloit College
O'Leary,	Kerrin	Math	B.A., M.Ed.	2	6	College of the Holy Cross, Boston College
O'Reilly,	Kathryn	Foreign Language	B.A. M.A.	11	24	Saint Anselm College, Middlebury College
Palermo,	Joan	Mathematics	B.S., M.S.	9	10	Merrimack College, Fitchburg
Peppercorn,	Daniel	Social Studies	B.A., M.Ed.	15	19	Harvard
Peters	Susan	Physical Ed.	B.S.P. E., M.S.	35	35	Univ. of Massachusetts, Cambridge College
Peterson,	Caitlin	English	B.A., M.Ed.	4	5	Boston College
Peterson,	Deborah	English	B.A. M.Ed	25	27	Univ. of New Hampshire
Robbins,	Diana	Reading	B.A., M.A.	3	3	St. Michael's College, Bridgewater State
Rubino,	Jessica	Science	B.Ed. M.Ed. B.A.	2	8	Bridgewater State
Sanchez,	Sarah	Art	B.A., M.A.T.	4	4	Smith College, Rhode Island School of Design
Sanders,	Allison	Music	M of Music B.of Music D.M.A ,	30	31	Tufts, Boston University, Northeastern, University of Mass
Shine,	Matthew	Social Studies	B.A. M.A. M.A.	17	19	College of William & Mary Georgetown, Boston U.
Shoer,	Gina	Drama	B.A., M.A.	11	12	Salem State College

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Sweeney,	Terry	Nurse	B.S.	16	19	Fitchburg State
Teahan,	Jennifer	Math	B.A. M.A.	11	12	Stonehill College, Lesley
Thress,	Meghan	Science	B.S., M.A.	7	14	Trinity College, Duke Univ.
Walsh,	Jennifer	Drama	B.A., M.A.	7	7	Emerson, Holy Cross
Wambolt,	Kristina	Physical Ed.	B.S., M. Ed	15	16	Bridgewater State, Cambridge College,
Whelan,	Brian	Phys.Ed./Health	B.S. M.Ed	18	18	Stonehill, University of MA., Bridgewater
Whelan,	Kathleen	English	B.A.	5	6	University of Vermont
Whittlesey,	William	Physical Ed.	B.S., B.S.	5	6	Gordon College, Bridgewater State
Winslow,	Alicia	Strings	B.A., M.A.	2	12	U. of New Hampshire
Witt,	Shawn	Spanish	B.A. M.Ed	18	18	U.R.I., U. of MA.
Worth,	Robert	Art	B.A. M.A.T	4	5	Massachusetts College of Art, Tufts
Yetman,	Lisa	Mathematics	B.A., M.A.	17	19	Boston College, Lesley

PRESCHOOL STAFF

Albertelli,	Aprile	Director of Preschool	B.S., M.S., M.Ed.	7	33	Worcester State College, Northeastern Univ., Endicott College
Brennan,	Kristin	Teacher	B.A., M.A.	10	13	Providence College, Northeastern Univ.
Clifford,	Andrea	Nurse	B.S., R.N.	11	19	Boston College
Fitzgerald,	Kelly	Teacher	B.A., M.Ed.	5	6	Endicott College, Lesley
Weltman,	Sally	Teacher	B.A., M.Ed.	11	15	University of Michigan, Lesley

DEERFIELD SCHOOL STAFF

Baumer,	Joshua	Principal	B.S., M.Ed. M.Ed	3	17	Skidmore College, Lesley Univ.
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Casey,	Carolyn	Grade 3	B.S., M.Ed.	17	38	Frammingham State, Lesley
Chen,	Tien-Lih	Grade 3	B.A., M.A.T.	15	15	Brown University
D'Angelis,	Patricia	Nurse	B.S.	15	19	Northeastern Univ.
Galante,	Julie	Math Specialist	B.A., M.A.	19	23	Lesley, Boston College
Giovanangelo,	Sara	Grade 1	B.A. M.S.	6	7	Franklin Pierce College, Wheelock
Goodwin,	Carla	Art	B.F.A., M.Ed.	2	4	Mass College of Art, Lesley
Greene,	Robin	Kindergarten	B.A. M.Ed	21	22	Lesley, Regis College
Hardy,	Terese	Grade 2	B.A. M.Ed	29	30	Tufts, Lesley, Wheelock, Fitchburg State
Hayes,	Amy	Grade 5	B.A. M.Ed	16	21	U. of New Hampshire
Krass,	Julie	Library/Media	B.A. M.L.S. M.A.T	17	18	Simmons, Northern Illinois University
Mangiacotti	Karen	Literacy Specialist	B.S., M.Ed.	13	26	Bridgewater State, Frammingham State
McCarty,	Shauna	Grade 2	B.S. M.Ed B.A.	25	25	Univ. of Massachusetts, Lesley University
Reed,	Madeleine	Grade 4	B.A., M.H.	1	1	Boston College, University of Glasgow
Saada-Smith,	Deana	Music	B.M., M.M.	7	15	Ithaca College School of Music
Spellman,	Jennifer	Grade 1	B.S., M.A.T.	10	11	Bentley College, Lesley
Sullivan,	Judith	Grade 5	B.A. M.Ed	22	22	Lesley, Miami University
Urquijo,	Laura	Grade 4	B.A. M.Ed	17	17	Tufts, Lesley
Waterman,	Sarah	Grade 4	B.A., M.Ed.	7	8	Colby College, Lesley Univ.
Wine,	Judith	Wellness Director	B.A. M.A.	25	28	Antioch, Boston Univ. Bridgewater and Salem State State

DOWNEY SCHOOL STAFF

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Gallagher,	Debra	Principal	B.A. M.A. M.Ed	8	19	Quinnipiac Univ., Simmons College, Saint Joseph College
Billini,	Tara	Grade 2	B.S., M.Ed.	6	8	Bridgewater State College
Brodeur,	Dylan	Grade 3	B.A., M.A.	2	4	Tufts, Lesley, Brandeis
Cantarella,	Donna	Library	B.A.	28	34	Boston College, Lesley
Carbone,	Karen	Grade 5	B.A., M.Ed.	10	15	St. Michael's College, Cambridge College
Carr,	Kristin	Grade 1	B.A., M.Ed.	16	20	Middlebury College, Lesley
Cofran,	Leanne	Grade 3	B.S., M.S.	14	22	S.U.N.Y.
Emmanouilidou,	Genovefa	Kindergarten	B.A., M.Ed.	3	3	Lesley University
Giannitti,	Jill	Grade 2	B.A., M.A.	6	11	Quinnipiac University
Goldman,	Caitlin	Music	B.Musi c M.Ed	16	20	Boston University, Lesley
Gould,	Kathleen	Grade 5	B.S., M.Ed.	5	9	Bridgewater, Salem State
Kress,	Judith	Instructional Technology	B.A., M.Ed.	9	9	Cambridge College, Lesley University
Labedz,	Lori	Music	B.M., M.M.	8	16	Wichita State University, University of Colorado
Lafave,	Holly	Art	B.A., M.F.A.	1	4	Boston Univ., Framingham State
Lavelle,	Meredith	Grade 1	B.A., M.A.	7	7	Assumption College, Bridgewater State
Leahy,	Christine	Grade 4	B.A. M.A.	17	17	Simmons
Miller,	Caron	Grade 5	B.A., M.A.	8	18	Providence College
Nadeau,	Ellen	Nurse	B.S., M.S.	8	20	Salve Regina University Framingham State

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Sees,	Erin	Grade 4	B.A. M.Ed. B.S.	6	15	Lesley, Westfield State Fitchburg State
Shea,	Jennifer	Kindergarten	B.A.	4	4	University of MA
Shrout- Fernandes,	Kirsten	Math Specialist	B.S., M.S.	3	16	Boston College, Pace University
Starsiak,	Catherine	Grade 5	B.A., M.Ed.	10	10	Wellesley College, Lesley
Tornatore,	Ariana	Physical Ed.	B.S., M.Ed.	5	5	Bridgewater State College
Uretsky,	Marcia	Literacy Coordinator	B.S., M.Ed.	1	14	Wheelock, Bridgewater
Worthen,	Sidney	Literacy Specialist	B.A. M.A.	16	16	Wheelock, Brown University, University of California

MARTHA JONES SCHOOL STAFF

Tobin,	Donna	Principal	B.S., M.Ed.	5	13	University of Massachusetts
Aaron,	Erin	Math Specialist	B.A., M.Ed.	5	13	Colby College, Lesley Univ.
Bartlett,	Robert	Grade 5	B.A., M.A.	9	12	Univ. of Gloucestershire, UK, Univ. of Exeter, UK, Fitchburg
Bass,	Susan	Grade 4	B.A., M.A.	6	13	George Washington Univ., New York University
Child,	Jennifer	Literacy Specialist	B.S. M.Ed.	15	20	Framingham State
Fader,	Kathleen	Grade 1	B.S., M.Ed.	1	1	Endicott College, Lesley
Finnocchi,	Allison	Grade 4	B.A., M.Ed.	2	3	Northeastern
Foley,	Patrick	Physical Ed.	B.S.	21	21	Plymouth State College
Goguen,	Mark	Inst. Technology	B.S., M.S.	5	18	Univ. of RI, Emporia State University
Hartwell,	Stacey	Grade 2	B.A. M.A.	17	22	Denison Univ., Lesley
Kyvelos,	Carli	Grade 1	B.A., M.S.	10	13	Mercy College, Colby

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Layton,	Christine	Kindergarten	B.S. M.Ed	19	19	Wheelock College
Luskin,	Jill	Grade 3	B.A. M.Ed	17	19	Berklee School of Music, Lesley College
MacDonald,	Karen	Grade 3	B.A. M.A.T	16	16	Simmons, Clark Univ.
Mahoney,	Celeste	Nurse	B.S.	21	22	Salem State College
McDonough,	Kristen	Kindergarten	B.A. M.Ed	21	21	Boston College
Mundy,	Mary	Grade 2	B.S., M.Ed.	22	22	Farfield Univ., Boston College
O'Toole,	Mary	Grade 4	B.Ed.	30	30	Bridgewater, Lesley, Northeastern, Fitchburg
Parkhurst,	Joseph	Grade 5	B.A., M.Ed.	6	17	Central Connecticut State U., Sacred Heart University
Pasquan,	Patricia	Art	B.A., M.A.	4	13	Catholic University, Camberwell College of Arts
Pickering,	Katelyn	Music	B.A., M.A.	9	13	UNH
Pontes,	Mary Jane	Grade 5	B.A.	21	21	Univ. of Mass., Pine Manor College
Size,	Christine	Math Coordinator	B.A., M.A.	7	18	Warren Wilson College, Mercer University
Sleath-Crowley,	Amber	Grade 3	B.S., M.S., M.Ed.	5	9	Lesley, Wheelock, U.R.I.
Swinning,	Elizabeth	Library	B.A., M.Ed.	2	9	U. MASS, Salem State
Wyer,	Marisa	Literacy	B.A., M.Ed.	3	10	College of the Holy Cross, Lesley University
Yennior,	Joel	Music	B.Musi c M. Music	6	9	University of Miami, N.E. Conservatory of Music

PAUL HANLON SCHOOL STAFF

Cronin,	Sarah	Principal	B.A., M.S.	3	17	Stonehill, Fitchburg State, Endicott College
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Cavanagh,	Laura	Grade 1	B.A. M.Ed	11	17	Stonehill, Framingham State
Clifford,	Gail	Grade 2	B.S. M.Ed	21	27	Lesley, Boston State
Davie,	Leslie	Nurse	B.S.N.	20	20	Albany Medical Center, Boston University
Feuer-Beck,	Stephanie	Grade 5	B.A., M.S.	7	7	Hunter College, Univ. of Massachusetts
Gillis,	Jennifer	Math Specialist	B.A., M.S.	14	18	Brandeis, Wheelock
Jennings,	Shanna	P.E.	B.S., M.A.T.	2	12	Bridgewater State, National University
Kelly,	Beth	Kindergarten	B.S., M.Ed.	15	16	Lesley University, Western Governors University
Lindsay,	Barbara	Literacy	B.A. M.Ed	15	20	Boston College, S.U.N.Y.
Lucey,	Janet	Early Childhood Coordinator	B.S., M.Ed.	5	16	North Adams State College, Framingham State College
O'Neil,	Elizabeth	Grade 3	B.A. M.Ed. M.A.	21	25	Lesley, Boston College
Patterson,	Rosanna	Kindergarten	B.A. M.Ed.	28	30	Univ.of Massachusetts
Rizzi,	Rena	Grade 4	B.S. M.Ed	14	15	Boston Univ., Bates, Lesley, Framingham
Sharpe,	Valerie	Grade 1	B.A., M.Ed.	11	13	Brandeis University, Framingham State, Fitchburg State
Silverstein,	Barbara	Librarian	B.S., M.S.	11	21	Wheelock, Penn State
Stygles,	Jennifer	Grade 2	B.S., M.Ed.	10	10	Lesley University
Velluti,	Kathryn	Grade 5	B.A., M.Ed.	9	10	Boston College
Wolfe,	Jeremy	Grade 3	B.A. M.Ed	6	7	Assumption College, Boston College

WILLIAM SHEEHAN SCHOOL STAFF

Evans,	Kristen	Principal	B.A., M.Ed.	9	22	Boston College, Lesley
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Bhide,	Varsha	ELL	M.A., Ph.D.	10	19	University of Delaware
Blair,	Christine	Grade 3	B.S. M.A.	7	8	University of Connecticut, Emmanuel College
Brown,	Lori	Nurse	B.S.N.	17	17	Univ. of Massachusetts
Cain,	Valerie	Grade 3	B.A. M.Ed M.A.	6	14	Harvard, McMaster Univ., University of Toronto
Carpenter,	Stephanie	Grade 1	B.Ed. M.Ed	11	12	Salve Regina, Lesley
Comer,	Mary	I.T.C.	B.S., M.Ed.	4	10	Lesley University
Cook,	Jennifer	Physical Ed.	B.S. M.Ed	15	15	Bridgewater State
Cormier,	Beth	Math Specialist	B.A. M.Ed	18	18	University of MA, Simmons
Cusick,	Doreen	Grade 4	B.S.	6	10	Bridgewater State College
DeMatteis,	Lauren	Grade 4	B.A., M.A.	11	15	Union College, Simmons
Dowd,	Margaret	Grade 5	B.A., M.Ed.	1	1	Boston College
Doyle,	Kathleen	Science Coordinator	B.A., M.Ed.	1	14	Vermont College, Northeastern, Lesley, Simmons
Dunn,	Caitlin	Grade 5	B.A., M.Ed.	8	9	University of Massachusetts
Fiore,	Lisa	Literacy Specialist	B.A., M.Ed.	2	12	Rhode Island College, Providence College
Folcrum,	Sarah	Grade 3	B.A., M.Ed.	7	8	Connecticut College, Lesley
Grenham,Paul	Grade	2	B.A M.A.	17	21	Lesley, Merrimack
Guadagno,	Erin	Math Specialist	B.A., M.Ed.	14	18	Boston College, Boston University
Hagel,	Matthew	Art	B.A., M.Ed.	10	11	Art Institute of Boston, Lesley University
Hurley,	Joy- Marie	Grade 2	B.S., M.Ed.	2	12	Lesley, U. Of Massachusetts, Salem State, Fitchburg State

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Lazazzero,	Karlyn	Grade 1	B.Ed., M.Ed.	5	8	Boston College, Stonehill
Mann,	Erin	Grade 2	B.A., M.Ed.	10	16	Bridgewater, Stonehill College
McGuire,	Mary	Grade 4	B.A., M. Ed	1	14	Boston College, Syracuse
Michel,	Erin	Grade 2	B.A., M.Ed.	13	15	Franklin & Marshall Coll., Boston College
Monteiro,	Amy	Kindergarten	B.S., M.S.	15	16	Northeastern, Wheelock
Peters,	Deidre	Literacy Specialist	B.A. M.Ed	13	15	Assumption College, Lesley, Framingham State College
Petrucchi,	Denise	Kindergarten	B.S., M.Ed.	11	21	Lesley, Fitchburg State
Purcell,	Susan	Grade 3	B.S M.Ed	15	15	Philadelphia College of Textiles, Lesley
Stebbins,	Beth	Grade 5	B.A., M.S.	2	7	Ithaca College, Wheelock
Tenreiro,	Ann	Library Media	B.A., M.L.S.	4	17	Boston College, University of North Texas
Truman,	Tracey	Kindergarten	B.S., M.Ed.	14	14	Springfield, Lesley
Walkowicz,	Mari	Grade 1	B.S.	24	24	Wheelock, Lesley
Yennior,	Erica	Music	B.M., M.Ed.	12	12	Berklee School of Music, Boston University

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RESIGNATIONS

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>POSITION</u>	<u>SCHOOL</u>	<u>YRS.IN Westwood</u>	<u>DATE of</u>	<u>REASON</u>
Abate,	Nicole	Performing Arts	TMS	11	6/30/2016	Resignation
Bhujle,	Jennifer	English	HS	11	6/30/2016	Resignation
Brill,	Julianne	Art	Downey	2	6/30/2016	Resignation
Burke,	Katherine	Grade 2	Sheehan	16	6/30/2016	LOA
Carey,	Amy	Grade 5	Deerfield	9	6/30/2016	Resignation
Cavanaugh,	Kelly	Special Needs	HS	5	6/30/2016	Resignation
Chatterton	Wayne	English	HS	31	6/30/2016	Retirement
Charrette,	Edmond	Math	TMS	2	6/30/2016	LOA
Doctor,	Chanelle	Special Needs	HS	2	6/30/2016	Resignation
Dunn,	Tiffany	Grade 1	MJ	12	6/30/2016	LOA
Endicott,	Meghan	Grade 2	Deerfield	9	6/30/2016	LOA
Fanning,	Robert	Director SPED 9-12	HS	17	6/30/2016	Retirement
Fedun,	Ashley	Mathematics	TMS	4	6/30/2016	LOA
Fernandes,	Kirsten	Math Specialist	Downey	1	6/30/2016	Resignation
Flanagan	Eileen	Spanish	HS	8	6/30/2016	Resignation
Flanders,	Tamzen	English	HS	1	6/30/2016	One-Year
Furber,	Mary	Social Studies	HS	31	11/30/2016	Retirement
Jackson,	Alexandra	Spanish	TMS	1	6/30/2016	Resignation
Kelly,	Liam	Spanish	HS	7	6/30/2016	Resignation
Kennedy,	Margaret	Special Needs		1	6/30/2016	Resignation
Langley,	Jessica	Science	TMS	3	6/30/2016	Resignation
Levi,	Rebecca	Science	TMS	1	6/30/2016	Resignation
Lickteig,	Kelly	Special Needs	MJ	6	6/30/2016	LOA
Miles,	Beth Anne	BCBA	TMS	7	6/30/2016	Resignation
Mullen,	Marie	Special Needs		1	6/30/2016	Resignation
Neill,	Laura	English	HS	2	6/30/2016	Resignation
Nowak,	Kristina	Spanish	HS	5	6/30/2016	LOA
Orleck,	Jacquelyn	Social Studies	HS	1	6/30/2016	Resignation
Penner-Hahn,	Marie	French	HS	4	6/30/2016	Resignation
Redlener,	Jenna	Math Specialist	Downey	2	6/30/2016	LOA
Rivers-	Meg	Reading	TMS	8	6/30/2016	LOA

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Wright,

Rocha,	Kristin	Kindergartren	Downey	8	6/30/2016	LOA
Scott,	Maureen	English	TMS	33	6/30/2016	Retirement
Seiler,	Roberta	Speech		4	6/30/2016	Resignation
Sharry,	Jean	Special Needs	HS	2	6/30/2016	One-year
Smith,	Jessica	Special Needs		5	6/30/2016	Resignation
Spatola,	Margot	Guidance	TMS	1	6/30/2016	One-Year
Stone,	Erica	Guidance	HS	1	6/30/2016	LTS
Sullivan-Bradley	Laura	Literacy	Downey	1	6/30/2016	Resignation
Summers,	Joanne	Mathematics	TMS	1	6/30/2016	Resignation
Tierney,	Pamela	Literacy	MJ	14	9/5/2016	Retirement
Wright,	Emily	English	TMS	4	6/30/2016	Resignation

